



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, July 26, 2018**

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

CITIZEN COMMENTS

Judith Schulz stated the May 24, 2018 minutes had her address wrong and should be 533 Milwaukee Avenue instead of 525 Milwaukee Avenue. Ms. Schulz commented historic photos should be submitted with the Certificate of Appropriateness application. Ms. Schulz explained that for a more historic look on the second story windows, paint the white vinyl framing and sash or metal frames of the windows, it would cut down on the harsh white edges and lines.

Commissioner Daniel Colwell is present at 6:31 pm.

APPROVAL OF MINUTES

Commissioner Wagner stated on page 3 of the minutes second bullet point, it states "angle the windows inside", but should read "angle the ceiling inside". Commissioner Wagner further stated there was a typo two bullet points down from there, and should read "the owner" not "they owner". Commissioner Veronico moved, and Aldermanic Representative Kott seconded to approve the minutes of May 24, 2018 with the corrections.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

A. 525 Milwaukee Avenue – Commercial Investment Properties Corp.

1. Certificate of Appropriateness and Façade Grant extension

- Chairman Eisenhardt introduced and opened this item for discussion.
- Doug Harris, owner, explained this project has to be completed in a sequential order. Mr. Harris asked if he could get another 6-8 week extension for the upper façade. Mr. Harris further explained contractors are backed-up due to the wet spring. Commissioner O'Brien questioned if the 8 week extension was enough time. Mr. Harris replied that it would be enough time since the time would start from September 23, 2018.
- There were no further comments.

- Commissioner Colwell moved, and Commissioner Wagner seconded to approve the Certificate of Appropriateness and Façade Grant extensions with a completion date of November 23, 2018.
- All were in favor and the motion carried.

NEW BUSINESS

A. 420, 428, 436 N. Pine Street – Itzin’s Shoes & Repairs

1. Certificate of Appropriateness and Sign Permit to paint and install an awning

- Chairman Eisenhardt introduced and opened this item for discussion.
- David Schmalfeldt, owner, explained the roofs at 420, 428, and 436 N. Pine Street will be removed in order to install an awning across all three addresses. There is glass under the roof at 420 N. Pine Street, which will be staying. Mr. Schmalfeldt stated there is possibly brick under the roof at 428 and 436 N. Pine Street, but not sure. Aldermanic Representative Kott stated that originally at 420 N. Pine Street the roof is where the transom windows were, and now it will be raised up. Commissioner Wagner asked what kind of materials are being proposed for the light area above the transom windows, also known as the sign band. Mr. Schmalfeldt answered he was not sure until the roof comes down. Commissioner Wagner further asked what will be done with the three windows at 420 N. Pine Street. Mr. Schmalfeldt responded the windows will be either repainted or replaced with approved historic colors. Commissioner Wagner commented that BW Surveying next door has a sign band that is broken up with verticals, but does not see that as part of this design concept. Commissioner Wagner asked if the verticals is an option to divide the transom at 420 N. Pine Street.
- Gregory Guidry, Building Inspector, reminded Mr. Schmalfeldt the awning had to remain 2 feet back from the curb.
- Ms. Schulz asked if there were plans to open up the windows to full height on the second floor. Mr. Schmalfeldt answered not at this time.
- There were no further comments.
- Commissioner O’Brien moved, and Aldermanic Representative Kott seconded to approve the Certificate of Appropriateness and Sign Permit for the painting of the front façade and installing the awning.
- All were in favor and the motion carried.

2. Façade Grant application to paint and install an awning

- Chairman Eisenhardt introduced and opened this item for discussion.
- Chairman Eisenhardt stated if the grant is approved, it should not exceed \$7,000 since there are two separate buildings.
- Aldermanic Representative Kott asked if the total was an estimate or if it could change. Mr. Schmalfeldt replied it is a tight estimate.
- There were no further comments.
- Commissioner O'Brien moved, and Aldermanic Representative Kott seconded to approve the Façade Grant, but not to exceed \$7,000.
- Commissioner Colwell asked if the motion had to be contingent upon ensuring that the color of the awning at 420 N. Pine Street is consistent with the historic guidelines. Aldermanic Representative Kott and Commissioner O'Brien replied no, since Mr. Schmalfeldt had mentioned he was not going to deviate from the historic color chart.
- Roll call: Aldermanic Representative Susan Kott; Commissioner Steve Wagner; Commissioner Maria Veronico; Commissioner Kevin O'Brien; Commissioner Daniel Colwell; and Chairman Darrel Eisenhardt.
- All were in favor and the motion carried.

B. 164 E. Washington Street - Jivilee

1. Certificate of Appropriateness and Sign Permit to improve the front and two side of the façade, and install a sign

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry stated according to the ordinance and historic guidelines, awnings can be made of cloth/canvas or other approved materials, and in the past cloth/canvas awnings were traditionally used. Mr. Guidry further stated metal was not mentioned in either recognized ordinances. Tanya Fonesca, Graef, explained a cloth/canvas awning was used to avoid plastic; however, the cloth/canvas awning fades quickly and tears easily. The metal awning could be appropriate since the imagery is historic in nature and would not fade. Aldermanic Representative Kott and Commissioner O'Brien stated they agree with the metal awning, because cloth awnings look awful once it starts to fade. Commissioner Wagner was concerned about setting precedent of approving materials that are not in the ordinance and would feel comfortable if more information of the awning and brackets were provided that are being used, besides an imagery. Commissioner Wagner stated he realizes this item is going before Plan Commission for approval with specifics, but do Commissioners have any say as to what the brackets look like prior to their consideration. Bob Riggs, contractor, stated Burli Signs is designing a few different types of brackets, cloth and metal awnings for the historic board to

see before installation. Commissioner O'Brien commented that in most cases applicants present the materials. Andrew Lynch, on behalf of Wendy Lynch, explained they are in the process of purchasing the property, but if they do not have confidence of approval, then they will pass on the offer. Commissioner Wagner questioned if Mr. Lynch had time to come back in a month with materials. Mr. Riggs asked if there could be a special meeting. Aldermanic Representative Kott mentioned that with the photos submitted, only improvements would be made to the city. Commissioner Colwell stated it is exciting to see the new look, however, would like something more concrete regarding plans.

- Ms. Fonesca, questioned what the general use for the overall ground floor is. Ms. Fonesca stated a Conditional Use Permit is required for the VRBO suites. Stephanie Heft, representative, answered it is an extension for the Mercantile Hall for cocktail parties, dinner rehearsals, and other social events, with food being catered in. Mr. Guidry informed the applicants that a fire sprinkler may be required for the VRBO suites, which is up to the Fire Department.
- Ms. Fonesca stated before bringing this to the Plan Commission, an approval with conditions can be made tonight, as long as this body feels that this project is appropriate. Ms. Fonesca further stated plans can be brought back before the Commissioners as a staff update. Commissioner O'Brien explained with the awning situation the Commissioners would like to see samples before approval, and could have a special meeting to speed up the process. Commissioner O'Brien stated he knows that information is required for the back-lighting of the signs.
- Ms. Schulz stated by looking at the photos, the canvas awning is more appropriate for the historic look.
- Mr. Guidry stated there is a burnt window in the back on the second floor that was not addressed and the tuck-pointing should get repaired. Ms. Heft replied that all windows are being replaced.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Colwell seconded to approve the Certificate of Appropriateness and Sign Permit to improve the front and two sides of the façade, and install a sign, subject to the Commission receiving more information regarding the light fixtures, lighting for the blade sign, window replacement, awning, tuck-pointing plan, and the window that was not listed.
- All were in favor and the motion carried.

C. 413 N. Pine Street – The Urb Garden

1. Certificate of Appropriateness to demolish the building, install a gated entry, and create a usable outdoor area in the rear of the building

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry stated there has been no detail on engineering drawings.
- Shad Branen, owner, explained the rear was torn down after the fire and was determined not feasible to restore. The plans are for an outdoor green space and to use as much of the brick to create a one-story wall. Ms. Heft commented the iron gateway is 4 feet tall and open to the public. Commissioner Colwell stated a conditional approval could be given once more information is provided.
- Commissioner Wagner asked if a historic building can be torn down. Ms. Fonesca, answered yes, there is nothing in the code that prohibits a demolition, even though it is not ideal, sometimes it is necessary. Commissioner Wagner stated this will change the look of downtown but likes the idea of open corridors. The Commissioners agrees that it will look much better with the changes.
- Ms. Schulz stated the ordinance should state something about needing an engineering statement that a building is un-structurally sound. Ms. Heft and Mr. Branen commented the first idea was to save the front of the façade, but the walls required too much support. Ms. Heft stated the “1895” will be put into the brick wall, by the gate. Commissioner Wagner stated moving forward we should add language to the ordinance regarding razing buildings.
- Ms. Fonesca explained more formalized drawings will be submitted, which will go before the Plan Commission for a Conditional Use Permit and Site Plan for the outdoor seating area. Ms. Fonesca stated this topic could be brought back before the Historic Commissioners with the detailed plans.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner O’Brien seconded to approve the Certificate of Appropriateness to demolish the building, install a gated entry, and create a usable outdoor area in the rear of the building, subject to Plan Commission approval and applicant to come back to the next historic meeting with the Plan Commission decision, and more specifics with the plans.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated Round 8 has the remaining balance of \$49,680.96 with \$7,000 pending.

Commissioner Wagner questioned if there were any liaisons on the historic committee to keep an ear on the branding committee for the image of Burlington. Commissioner Wagner stated if the City is talking about branding Burlington, and adding benches and planters in the historic district, it would be great to be a part of that conversation. Commissioner O'Brien and Aldermanic Representative Kott responded they are not that far into the process.

Commissioner O'Brien mentioned that a letter or guide should be sent out to each bank and realtor to notify their clients to come for approval prior to any work being started on their new business. Chairman Eisenhardt stated not everyone has a bank or realtor. Barb Bakshis, Fox River State Bank, stated she is involved with the branding committee. Ms. Bakshis explained the branding is strictly the overall image of the City, and that the City wants Burlington to be the community that people come for a re-location or expansion to their business. Ms. Bakshis further explained the timeline affects building restoration, since few funds are available and the use is limited. The City would like to have owners buy and renovate them quickly. Ms. Bakshis stated she feels there are too many steps and obstacles to go through; Development Review Committee (DRC), Historic Preservation Commission, and Plan Commission meetings. Commissioner O'Brien stated in the last couple years the commission has bent over backwards to allow owners extensions and make things work. Commissioner O'Brien commented that they would like the owner to come for approval after the building is purchased. Ms. Bakshis stated when significant change and use of the building is desired, lots of unseen time can be added for completion. Chairman Eisenhardt commented that the Jivilee and The Urb Garden are unusual circumstances, and received conditional approvals.

Ms. Fonesca stated she has been asked to work with this committee regarding revisions to signage and other codes, to make it user friendly and streamline the verbiage. Mr. Guidry recommended that the Commissioners go through the guidelines, and come back with questions.

ADJOURNMENT

Aldermanic Representative Kott moved, and Commissioner Veronico seconded to adjourn the meeting at 7:47 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant