



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 26, 2019**

The meeting was called to order by Chairman Darrel Eisenhardt at 5:30 p.m. Aldermanic Representative Susan Kott; Commissioners Steve Wagner; Ken Morrison; Kevin O'Brien; and Bernard Petersen were present. Commissioner Frank Capra was excused. City Administrator Carina Walters; Gregory Guidry, Building Inspector; and Tanya Fonseca, Graef, were also present.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Wagner moved, and Commissioner Morrison seconded to approve the minutes of August 22, 2019.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. To consider approving a Certificate of Appropriateness (COA) and Sign Permit application from Vickie Winkler for property located at 517 Milwaukee Avenue to install a hanging sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, explained the projecting sign meets all regulations with size, color and location.
- Chairman Eisenhardt questioned where the sign was going to be placed. Dennis Spankowski, Burli Signs, responded the sign is being placed between the first and second window on the left side.
- There were no further comments.

1) Motion for COA

- Commissioner O'Brien moved, and Commissioner Wagner seconded to approve the COA to install the sign.

- All were in favor and the motion carried.

2) Motion for Sign Permit

- Commissioner O'Brien moved, and Commissioner Morrison seconded to approve the Sign Permit.
- All were in favor and the motion carried.

B. A Façade Grant Program application from Vickie Winkler for property located at 517 Milwaukee Avenue to install a hanging sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner O'Brien moved, and Commissioner Morrison seconded to approve the Façade Grant for the sign, but not to exceed \$250.00.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; Commissioners Wagner; Morrison; O'Brien; and Petersen.
- All were in favor and the motion carried.

C. To consider approving a Certificate of Appropriateness application from Luanne Clark for property located at 401 N. Pine Street to install three awnings.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Tanya Fonseca, Graef, explained the awnings meet the requirements. However, the owner was requested to bring a sample of the awning material, and confirm the height and depth of the awnings. Ms. Fonseca further explained the memorandum has suggestions for any future façade repairs. Luanne Clark, owner, stated the color of the awning is like a dull gray and green.
- Commissioner Wagner commented that he found a photograph from 1926 showing the awning depth and where it is located in relation to the transoms above the windows on N. Pine Street.
- Ms. Clark stated the new awning on Washington Street side will cover up the white board, and will be the same height as the awning on N. Pine Street. Aldermanic Representative Kott asked if the frame for the awning will be the same. Ms. Clark replied no, the frame will be new and made of aluminum, as well as scalloped like the existing awning with no signage.
- There were no further comments.

- Commissioner O'Brien moved, and Alderman Representative Kott seconded to recommend approval of the Certificate of Appropriateness to install three awnings.
- All were in favor and the motion carried.

D. A Façade Grant Program application from Luanne Clark for property located at 401 N. Pine Street to install three awnings.

- Chairman Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Aldermanic Representative Kott moved, and Commissioner Petersen seconded to approve the Façade Grant for three awnings, but not to exceed \$4,428.36.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; Commissioners Wagner; Morrison; O'Brien; and Petersen.
- 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.
- Chairman Eisenhardt explained Round 8 has a \$0.00 balance and Round 9 will have \$4,797.21 remaining after tonight's approvals.

B. Discussion regarding off-site signage/items including signage on the sidewalk in front of a business (excluding sandwich signs), and items for sale and/or displayed on the sidewalk in the HPO District.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner O'Brien stated he would like to see consistency with signage. Commissioner O'Brien further stated businesses are using city property to advertise and blocking walkways on the sidewalk.
- Carina Walters, City Administrator, stated it is up to the Commissioners to decide what they would like to see displayed in the downtown area such as; clothes on racks in front of the business and hangers/hooks on the building or trees. Ms. Walters explained Roger Brooks completed a city-wide study in 2018 to suggest businesses "dress up" their entryways with

flowers, benches and small décor. Ms. Walters stated some businesses have added items for sale outside as well.

- The Commissioners had a lengthy discussion regarding items outside of the businesses in the Right-of-Way. The Commissioners agreed, and did not care for the tuxedo hanging in the tree or displaying off-site signage/items inside of other businesses. The Commissioners stated the clothes on the sidewalk should not block walkways, but racks next to the building might be okay. However, the Commissioners would like Ms. Fonseca to research other communities for guidelines on what they allow, which will be discussed at a future meeting.

ADJOURNMENT

Commissioner Wagner moved, and Aldermanic Representative Kott seconded to adjourn the meeting at 6:31 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant