



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 24, 2019**

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

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Capra moved, and Aldermanic Representative Kott seconded to approve the minutes of September 26, 2019.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. To consider approving a Sign Permit application from Megan Schroeder for property located at 133 E. Chestnut Street to install vinyl signage on the window and door.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Aldermanic Representative Kott asked if the applicant considered installing a blade sign, and how many windows the sign will be placed on. Megan Schroeder, applicant, replied there will not be a blade sign at this moment, and the sign is on one window (center) and the door.
- Gregory Guidry, Building Inspector, explained the signs meet all the required regulations.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Sign Permit.
- 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 there are a few projects pending, however, none have expired. Chairman Eisenhardt stated Round 9 still has \$4,797.21 remaining.

B. Discussion regarding items for sale and/or displayed on the sidewalk in front of a business in the HPO District.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Tanya Fonseca, Graef, provided some guidelines in a memorandum dated October 14, 2019 that is found in the October 24, 2019 meeting packet. Ms. Fonseca explained the historic district should not have over-regulated restrictions, but could provide dimensional guidelines regarding items displayed on the sidewalk. Ms. Fonseca stated she would like to create a pamphlet with measurements for sidewalk clearance, and examples of what is appropriate or not appropriate for displays on the sidewalk.
- The Commissioners had a discussion regarding items displayed outside of the businesses. Aldermanic Representative Kott commented that the plastic sandwich board signs that are white look cheap. Commissioner O'Brien stated the sandwich board signs almost have to be plastic because of the durability and weight, so the signs do not blow away. The Commissioners agreed sandwich board signs should be metal or wood like material instead of white plastic. Mr. Guidry asked if the existing white plastic signs should be grandfathered-in. The Commissioners responded no, we are trying to make the downtown aesthetically pleasing, and the business owners could have up to one year to replace them. Commissioner O'Brien further stated if a business has a blade sign, then a sandwich board sign is not necessary since drivers cannot see them anyway. Ms. Fonseca suggested items shall be placed closer to the building to avoid clutter and open the walkway. Judith Schulz, 533 Milwaukee Avenue, stated she was concerned that some tables and chairs take up a lot of space on the sidewalk. Commissioner O'Brien stated the businesses that serve food count on the extra space outside during the summer months. Mr. Guidry explained ADA requirement is a 3 foot minimum clearance for the sidewalk. Commissioner O'Brien mentioned other municipalities have ramps for the sidewalks that extend out, allowing for more space. Aldermanic Representative Kott suggested to close the loop area to traffic for entertainment and shopping.
- Chairman Eisenhardt summarized the changes on Graef's October 14, 2019 memorandum: sandwich board signs should be metal or wood like material (with staff approval), a 4½ foot clearance for items being placed on the sidewalk instead of 5 foot, responsible business should read as tenant/business owner and display windows shall be deleted in item 7.

ADJOURNMENT

Aldermanic Representative Kott moved, and Commissioner Capra seconded to adjourn the meeting at 6:16 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant