



# City of Burlington

---

## HISTORIC PRESERVATION COMMISSION MEETING MINUTES THURSDAY, MARCH 24, 2011

### Call to Order

The meeting was called to order by Chairman Stelling at 6:30 p.m.

### Roll Call

Present: Alderman Peter Hintz, Commissioners Peter DeRosier, Jeff Erickson, Peter Hintz, Maria Veronico, and Judy Stone. Commissioner Weis was excused. Also present were Chairman Tom Stelling, Building Inspector/Zoning Administrator Patrick Scherrer and Karen Frost of Racine County Economic Development Corporation. A quorum was present. Commissioner Jeff Erickson appeared at 6:32 P.M.

### Citizen Comments

There were no citizen comments.

### Approval of February 24, 2011 Minutes

Chairman Stelling entertained a motion. Chairman Stelling stated that a correction needs to be made. On the bottom of page 2 (under Discussion of Current Projects, 256 E. Chestnut St.) it should read:

- 256 E. Chestnut St. – Chairman Stelling stated that only half of the buildings Chestnut Street Façade was painted the Roycroft Copper Red, the Security Finance did not want their half painted. **Noting the Façade Grant funds had already been used by the previous owner.** Chairman Stelling further stated that he wanted the project to stay on the active list, the owner/tenant has yet to complete the lighting he had been permitted to install. Chairman Stelling noted that the new handrail has been installed.

Commissioner Veronico motioned to approve the minutes of February 24, 2011. Commissioner Hintz seconded. All aye and the motion carried.

### 588 N. Pine St. – Munch Box, Certificate of Appropriateness/Sign Permit Application

Paul Giammo representing the Munch Box was present. Pat Scherrer stated that he needs the glass measurements for the glass inside the door and the size of the window sign in door to make sure it

does not exceed allowable area. Mr. Giammo will provide him with this. Chairman Stelling entertained a motion. Commissioner Erickson recommended approval of the Certificate of Appropriateness to the Council subject to the door sign meeting the allotted size. Commissioner Veronico seconded. All aye and the motion carried.

**573 N. Pine St. – Timothy Boyle, 573 N. Pine St., Certificate of Appropriateness and Sign Permit Application**

Dennis Spankowski representing Keefe Real Estate was present and stated that the proposed sign meets the code. He asked about the grant funds available for signs. After some discussion it was unclear whether the \$5,000 in façade grant monies that was already appropriated was the limit or if sign grant monies up to \$250 could also be given. Chairman Stelling recommended that this item be tabled so that the policy can be reviewed.

Chairman Stelling entertained a motion. Commissioner Hintz motioned and Commissioner Derosier seconded to recommend to the Council approval of the Certificate of Appropriateness. All aye. Motion carried.

Chairman Stelling entertained a motion. Commissioner Erickson motioned to approve the sign facade application. Commissioner Derosier seconded. Chairman Stelling entertained a motion to table so that further research and clarification can be done. Commissioner Veronico motioned to table and Commissioner Erickson seconded. All aye and the motion carried.

**388 N. Pine St., Trendsetters of Burlington, Façade Grant Application**

The proposed door has not been replaced yet. Chairman Stelling entertained a motion. Commissioner Hintz motioned to approve the façade grant in amount of \$475.00. Commissioner Stone seconded. A roll call vote was taken. DeRosier: Aye; Erickson: Aye; Hintz: Aye; Stone: Aye; Veronico: Aye; Weis: excused. All aye and the motion carried.

**500 N. Pine St., Zott Law Office and Mays Insurance, Bird Spikes**

Amy Zott of Zott Law Office was present. She stated that the bird spikes will be anchored down. Chairman Stelling entertained a motion. Commissioner DeRosier motioned to approve the Certificate of Appropriateness and recommend approval to the Council contingent on the conditions set forth in the letter dated March 24, 2011 from Weis, LLC that was submitted to the Commission as follows:

To install bird spikes on South East quadrant of building on the top of the overhang and on the ledge directly below the overhang

On ledges above the side entrance of building (above future awning)

Commissioner Hintz seconded to recommend approval to the Council. All aye and the motion carried.

**Discussion of Current Projects and Response Team Updates**

Karen Frost stated that the Jasmine Tree (109 E. Chestnut St.) was sent a letter regarding the inappropriate colors that the building was painted.

## **Review of Grant Funding Status**

Chairman Stelling requested that an updated spreadsheet be brought to the next meeting.

## **Discussion of Potential Projects to be included in the Wisconsin Historical Society Certified Local Government subgrant application**

Chairman Stelling stated that the commission has been granted \$24,000 by the Wisconsin Historical Society to do a survey of potential projects that have historical significance that may or not be located in the historic district that need improvements. He further stated that proposals have been taken by RCEDC. Chairman Stelling wants RCEDC to make a presentation to the City about the proposals. LJM Architects is the only proposal the commission has received, but there may be two or three others. Chairman Stelling entertained a motion. Commissioner Veronico motioned and Commissioner Stone seconded to start the process of requesting that the council enter into the appropriate agreements for the hiring of the survey of the historic buildings, etc. in the city of Burlington as defined by the letter by the Wisconsin Historical Society letter dated March 5, 2011 addressed to Mayor Miller. All aye. Motion carried.

## **Discussion Concerning Potential/Future Projects and Notices of Violations in the Historic Preservation Overlay District**

The commission discussed the condition of the backs of businesses in the downtown area. Pictures taken by Building Inspector Pat Scherrer of some of the rear of the buildings were provided in the packets. It was the consensus of the commission to send letters, along with pictures, to the owners encouraging them to preserve the rear of the buildings and make them safe. Commissioner Stone suggested that volunteers be asked to participate in the clean-up, such as the Rotary Club or kids needing to perform community service. Commissioner DeRosier stated that some owners would be more likely to donate monies to such causes rather than doing the labor themselves. Chairman Stelling stated that wayfaring signs need to be installed and uniform business names need to be installed on the back of buildings. Chairman Stelling stated that we need to make a list of the properties that need the rear of the buildings cleaned up and repaired. Commissioner DeRosier advised that insurance liabilities may cause the owners to hire professional contractors.

## **Discussion of policies, procedures and the vision for the future of the Historic Preservation Commission (Strategic Session)**

Commissioner Derosier added that there should be some Fire Inspector involvement with the clean-up and repair of the rear of the downtown buildings as this would enhance the efforts of the owners.

## **Adjournment**

Commissioner Veronico motioned to adjourn and Commissioner DeRosier seconded. All aye. Motion carried. Meeting adjourned at 7:19 P.M.

Respectfully submitted,

June Bobier  
Administrative Assistant  
City of Burlington