



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
Thursday, March 26, 2015**

The meeting was called to order by Chairman Tom Stelling at 6:30 p.m. Commissioner Jeff Erickson; Commissioner Darrel Eisenhardt; and Commissioner Kevin O'Brien were present. Alderman Tom Preusker; Commissioner Joel Weis; and Commissioner Maria Veronico were excused. Building Inspector Gregory Guidry was also present.

**CITIZEN COMMENTS**

Chairman Stelling introduced Kevin O'Brien as a new member being appointed for 3 years. Commissioner Erickson stated Commissioner Judy Stone stepped down as a commissioner. Chairman Stelling also introduced Gregory Guidry as the new building inspector and Patrick Meehan as the consultant for the city as a guest speaker for tonight.

**APPROVAL OF MINUTES**

Commissioner Eisenhardt moved, and Commissioner Erickson seconded to approve the minutes of November 13, 2014. All were in favor and the motion carried.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. A Certificate of Appropriateness from Kristen Parks of Hounds Detectors & Hobbies for the property located at 456 Milwaukee Avenue to install an 11-foot by 10-foot garage door.**

- Chairman Stelling introduced and opened this item for discussion.
- Kristen Parks of Hounds Detectors & Hobbies stated in the far back of the building was an existing garage door that is currently blocked by cinder blocks. She is requesting to put a tan-colored garage door back in for access to the pressure washing business. Commissioner Erickson clarified that Kristen Parks would like to have a higher door for better access into the building. Kristen Parks stated the only other door is a commercial glass door in the back,

which will stay. She would like to install a higher garage door for pulling the trailers in and out of the building.

- There were no further comments.
- Commissioner Erickson moved, and Commissioner Eisenhardt seconded to recommend the approval of the Certificate of Appropriateness to install a garage door, subject to Patrick Meehan's memorandum.
- All were in favor and the motion carried.
- Commissioner Erickson stated there were three pictures of the door and questioned which door was going to be installed. Kristen Parks stated the garage door will not have a window. Patrick Meehan stated the garage door without a window is reflected in his memorandum.

**B. A presentation and discussion by Bike Burlington to propose bicycle options in the City of Burlington.**

- Chairman Stelling opened and introduced this item for discussion.
- Madonna Carr of Bike Burlington stated last year was the first year this organization promoted biking in various communities. This year Bike Burlington was going to do a bike rack competition. The volunteer organization designs artistic bike racks to make a more "bike-friendly" community. The bike rack would be located in the nook on the corner of E. Chestnut Street and N. Pine Street closest to the Chase Bank building with measurements of 8 feet by 5 feet, holding 8-10 bikes.
- Commissioner Erickson stated the current bike rack has a semi-historic style. The sample styles shown are too modern and would not match the Downtown Historic District. Madonna Carr stated a line in the application could be added reflecting the style to be of a historic design. Chairman Stelling stated the era of bike racks to search for would be around the 1880s-1920s. Patrick Meehan stated the design would have to fit in with the style of the surrounding historic buildings. Madonna Carr asked if someone from the Historic Preservation Commission could be on the judging committee for Bike Burlington when the art work is completed. Chairman Stelling replied that would not be a problem and verified the location was city property. Madonna Carr stated they are still in the process of securing the funding for \$1,150 of which \$150 of that will be used for advertising and would come from Burlington Arts Council, The Coffee House and possibly Chase Bank.
- Gregory Guidry stated, make sure the location of the bike rack is not in the "vision triangle" and to keep the sidewalks passable. Chairman Stelling stated the current bike rack holds about 8-10 bikes, so this will help clean up the area since it will be closer to the building.
- There were no further comments.

- Commissioner Erickson moved, and Commissioner O'Brien seconded to recommend the approval of the appropriateness of having an artistic bike rack on N. Pine Street next to Chase Bank, but not a specific product. Once the art has been completed a Certificate of Appropriateness shall be presented to be able to approve the location.

## **DISCUSSION ITEMS**

### **A. A discussion on the City Ordinance as they exist.**

- Chairman Stelling introduced and opened this item for discussion.
- Patrick Meehan stated that all regulations, which are set forth for the ability of the local communities to establish zoning districts by the State Statutes, shall be uniform and treated fair for the historic district. Patrick Meehan explained that a State Register of Historic Places Certification form was signed in 1999 by the State Historic Preservation Officer, which allowed an area to be designated as a Historic District in the State of Wisconsin for the downtown area. The area was then mapped as a zoning district which evolved into the zoning ordinance requirements that are set forth under the Historic Preservation Overlay District. Patrick Meehan writes his memorandums by following the rules in the ordinance guidelines. Patrick Meehan stated the Plan Commission reviews the building plans to make sure the requests conform to the required B-2 zoning district and then the Historic Preservation Commission reviews the signage and building plans to verify that the zoning ordinance requirements have been met. Patrick Meehan also stated in the historic district there shall be no alteration to architectural appearance including paint colors without a Certificate of Appropriateness for approval and no free standing signs, except for handicapped and sandwich board signs are allowed. Chairman Stelling stated the Historic Preservation Commission also acts as a Certified Local Government meeting allowing individuals to apply for State Grants to help with restoration costs. Patrick Meehan commented the dates of the meetings, minutes, accomplishments and goals of the Historic Preservation Commission are reported yearly to the State of Wisconsin Historical Society. Patrick Meehan explained some of the properties in the historic district are labeled as non-contributing (does not add to the historic district's sense of time and place) or contributing (adds to the historic district's sense of time and place) which dictates the level of review. The contributing properties have full protection while changes made to non-contributing properties are generally approved if "compatible" with the character of the historic district. Chairman Stelling stated it is possible to make a non-contributing building into a contributing building when restoring it.

- There were no further comments.

### **B. A discussion on Façade Grant Funding and how it is disbursed.**

- Chairman Stelling introduced and opened this item for discussion.

- Chairman Stelling stated \$20,000 was contributed to the 2015 Façade Grant Funding which started Round 5 since the grant in Round 4 had been disbursed. Chairman Stelling stated a Façade Grant is to help support individuals with the restoration of a business.
- There were no further comments.

**C. Review of Façade Grant Funding Status.**

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated that \$22,690.98 is the total Grant fund disbursed in Round 4 as of March 19, 2015. The unobligated fund amount has a \$0.00 balance. The actual Grant Fund remaining balance is \$7,994.39, which is being disbursed to 484 N. Pine Street.
- Chairman Stelling mentioned there is a meeting and conference April 25, 2015 in La Crosse if anyone is interested in attending.
- There were no further comments.

**ADJOURNMENT**

Commissioner Erickson moved, and Commissioner Eisenhardt seconded to adjourn the meeting at 7:26 p.m. *All were in favor and the motion carried.*

Recording Secretary  
Kristine Anderson  
Administrative Assistant