



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, March 24, 2016**

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

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Erickson moved, and Commissioner O'Brien seconded to approve the minutes of January 28, 2016. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS

Chairman Stelling stated there is a letter from Judith Schulz requesting a façade maintenance grant for property located at 533/541 Milwaukee Avenue to paint the front façade.

OLD BUSINESS

None

NEW BUSINESS

A. A Certificate of Appropriateness application from Nicole Hayes for property located at 597 N. Pine Street (Rugan's) to replace windows, doors, build knee wall, add awning and hanging sign and repaint the exterior surfaces on both N. Pine Street and Milwaukee Avenue.

- Chairman Stelling introduced this item and recused himself.
- Commissioner Erickson introduced and opened this item for discussion.
- Commissioner Weis questioned what material the knee wall will be made of. Nicole Hayes, owner, replied it will be wooden like the original one. It will give an open concept so people cannot kick in the glass window. Commissioner O'Brien stated the windows are being brought up from the ground, but the width will remain the same.
- There were no further comments.

- Commissioner Eisenhardt moved, and Commissioner O'Brien seconded to recommend approval of the Certificate of Appropriateness to replace windows, doors, build knee wall, repaint, and add awning and hanging sign, subject to Mark Roffers' memorandum.
- Chairman Stelling did not vote. All others were in favor and the motion carried.

B. A Sign Permit application from Nicole Hayes for property located at 597 N. Pine Street (Rugan's) to install a hanging sign.

- Commissioner Erickson introduced and opened this item for discussion.
- Commissioner Weis stated the height of the sign is 6 inches too low according to Mark Roffers' memorandum. Commissioner Eisenhardt clarified that the sign is double-faced.
- There were no further comments.
- Commissioner Weis moved, and Commissioner Eisenhardt seconded to recommend approval of the Sign Permit to install a hanging sign, subject to Mark Roffers' memorandum.
- Chairman Stelling did not vote. All others were in favor and the motion carried.

C. A Façade Grant Program application from Nicole Hayes for property located at 597 N. Pine Street (Rugan's) to replace windows, doors, build knee wall, add awning and hanging sign and repaint the exterior surfaces on both N. Pine Street and Milwaukee Avenue.

- Commissioner Erickson introduced and opened this item for discussion.
- Commissioner Weis stated there were two separate applications of \$5,000 for each side of the building. Gregory Guidry questioned if only the wood work would be painted and not the brick. Ms. Hayes replied yes, only the wood will be painted.
- There were no further comments.
- Commissioner Eisenhardt moved, and Commissioner Weis seconded to recommend approval of the Façade Grant Program, subject to Mark Roffers' memorandum.
- Roll Call: Commissioner Joel Weis; Commissioner Darrel Eisenhardt; Commissioner Kevin O'Brien; and Commissioner Jeff Erickson were present. Chairman Tom Stelling did not vote.
- All were in favor and the motion carried.

D. A Certificate of Appropriateness application from Michelle Peterson for property located at 120 E. Chestnut Street (MPC Property Management) to install four (4) awnings on the upper windows, install double-pane windows on the upper and lower portions of the building and remove the wood fascia on the lower portion of the building.

- Commissioner Erickson introduced and opened this item for discussion.
- Michelle Peterson, owner, stated there is a revised estimated cost that is lower for the double hung windows that will be installed instead of casement windows. Gregory Guidry stated to make sure the egress of half an inch rough opening is met.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Eisenhardt seconded to recommend approval of the Certificate of Appropriateness to install four (4) awnings, double pane windows and to remove the wood fascia on the lower portion of the building, subject to Mark Roffers' memorandum.
- Chairman Stelling did not vote. All others were in favor and the motion carried.

E. A Façade Grant Program application from Michelle Peterson for property located at 120 E. Chestnut Street (MPC Property Management) to install four (4) awnings on the upper windows, install double-pane windows on the upper and lower portions of the building and remove the wood fascia on the lower portion of the building.

- Commissioner Erickson introduced and opened this item for discussion.
- Commissioner Erickson stated the new cost went down, but the full \$5,000 for the façade will still be used.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Weis seconded to recommend approval of the Façade Grant Program to install four (4) awnings, windows and to remove the wood fascia, subject to Mark Roffers' memorandum.
- Roll Call: Commissioner Joel Weis; Commissioner Darrel Eisenhardt; Commissioner Kevin O'Brien; and Commissioner Jeff Erickson were present. Chairman Tom Stelling did not vote.
- All were in favor and the motion carried.

F. A Certificate of Appropriateness application from Heather Dobson for property located at 121 W. Chestnut Street (All in the Family) to install a 24 inch by 48 inch vinyl sign on the southeast front window.

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner O'Brien stated the upper sign will come down and only the letters will be placed on the glass. Gregory Guidry stated he did not see the size of the letters on the application and wants to verify the letters will meet the City ordinance of no larger than 12 inches.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to recommend approval of the Certificate of Appropriateness to install a vinyl sign on the window with the exception of meeting the City ordinance of no larger than 12 inches per letter, subject to Mark Roffers' memorandum.
- All were in favor and the motion carried.

G. A Sign Permit application from Heather Dobson for property located at 121 W. Chestnut Street (All in the Family) to install a 24 inch by 48 inch vinyl sign on the southeast front window.

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Eisenhardt stated the right side of the window is blank.
- There were no further comments.
- Commissioner Weis moved, and Commissioner O'Brien seconded to recommend approval of the Sign Permit to install a vinyl sign on the window, subject to Mark Roffers' memorandum.
- All were in favor and the motion carried.

H. A Certificate of Appropriateness application from Jonathan Thorngate for property located at 457 Milwaukee Avenue for restoration and alteration of front façade, replacement of windows and doors, install projecting and wall signs and awnings.

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Erickson stated all the windows are being replaced and the center window is changing to a main entrance. Jonathan Thorngate, owner, stated the windows will be full length without a knee wall. Gregory Guidry stated the metal awning will be hanging where the transom windows currently are. Chairman Stelling stated he was concerned if the metal awning

is of historic nature. The Commissioners stated a metal awning is more durable compared to a canvas awning. Chairman Stelling questioned what color the awnings would be. Mr. Thorngate stated all of the awnings are black. The storefront windows are currently back painted and cracked. Mr. Thorngate stated they have proposed to replace the current storefront system with a new aluminum storefront system and one big glass window, plus the awning will hang over giving a shaded transom look. Mr. Thorngate stated there will be no brick replacement. Chairman Stelling stated the wall with the current signs is not allowed to be painted over in the historic district. Chairman Stelling suggested the possibility of new signage instead of a white wall. Commissioner Eisenhardt commented the white wall might make give it a sterile look. Chairman Stelling stated the current signs should never have been placed on the street facing side to begin with. Chairman Stelling stated the west side of the building, with the signs, should be left alone for now until there is a better solution.

- There were no further comments.
- Commissioner Erickson moved, and Commissioner Weis seconded to recommend approval of the Certificate of Appropriateness for restoration and alteration of the front façade and east facade, excluding the painting over the signs on the west elevation, subject to Mark Roffers' memorandum.
- All were in favor and the motion carried.

I. A Sign Permit application from Jonathan Thorngate for property located at 457 Milwaukee Avenue to install projecting and wall signs.

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated the Mark Roffers, Interim City Planner, does not recommend approving the sign permit due to the color and size of the signage, a sign contractor should be hired for other options and for the design of the lighting above the signage. Gregory Guidry questioned if the style of the letter is allowed in the historic district. Commissioner Eisenhardt stated the size of the letters are larger than 12 inches. Commissioner Erickson stated the sign could be considered a logo for the style to be approved.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner Weis seconded to recommend tabling the Sign Permit application for the April 28th meeting with new revised plans, subject to Mark Roffers' memorandum.
- All were in favor and the motion carried.

J. A Façade Grant Program application from Jonathan Thorngate for property located at 457 Milwaukee Avenue for restoration and alteration of front façade, replacement of windows and doors, install projecting and wall signs and awnings.

- Chairman Stelling introduced and opened this item for discussion.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner Eisenhardt seconded to recommend approval of the Façade Grant Program for the south elevation (Milwaukee Avenue) only, but not to exceed \$5,000, subject to Mark Roffers' memorandum.
- Roll Call: Chairman Tom Stelling; Commissioner Joel Weis; Commissioner Darrel Eisenhardt; Commissioner Kevin O'Brien; and Commissioner Jeff Erickson were present.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated the \$20,000 in Round 6 will be used up by the four projects from tonight's meeting, if approved. Round 5 has \$19,368.62 obligated funds that have four projects currently under-construction.
- There were no further comments.

B. Discussion regarding the creation of a façade maintenance program, with the potential request for funds and approval of the program by the Common Council.

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated he would like this discussion tabled for the April 28th meeting since Alderman Preusker was excused. Chairman Stelling stated he would like to see if Common Council could approve funds with different requirements for façade maintenance.
- There were no further comments.
- All were in favor and the motion carried.

ADJOURNMENT

Commissioner Erickson moved, and Commissioner Eisenhardt seconded to adjourn the meeting at 7:42 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant