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**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
Thursday, December 22, 2016**

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

**CITIZEN COMMENTS**

None

**APPROVAL OF MINUTES**

Commissioner Eisenhardt moved, and Commissioner Erickson seconded to approve the minutes of October 27, 2016. All were in favor and the motion carried.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. A Certificate of Appropriateness application from Michael Raboine for property located at 615 N. Pine Street to install three new vinyl signs on the storefront windows and door.**

- Commissioner Stelling introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, stated the proposed sign meets the size requirements and is a franchise logo.
- There were no further comments.
- Commissioner Erickson moved, and Alderman Preusker seconded to recommend approval of the Certificate of Appropriateness to install three new vinyl signs, subject to Gregory Guidry's November 4, 2016 memorandum.
- All were in favor and the motion carried.

**B. A Sign Permit application from Michael Raboine for property located at 615 N. Pine Street to install three new vinyl signs on the storefront windows and door.**

- Commissioner Stelling introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve a Sign Permit application to install three new vinyl signs, subject to Gregory Guidry's November 4, 2016 memorandum.
- All were in favor and the motion carried.

**C. A Certificate of Appropriateness application from Michelle Petersen for property located at 120 E. Chestnut Street to install three new vinyl signs on the storefront windows and door.**

- Chairman Stelling introduced and opened this item for discussion.
- Mr. Guidry stated the owners purchased the building across the street and would like to duplicate the signage.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Erickson seconded to recommend approval of the Certificate of Appropriateness to install three new vinyl signs, subject to Gregory Guidry's November 4, 2016 memorandum.
- All were in favor and the motion carried.

**D. A Sign Permit application from Michelle Petersen for property located at 120 E. Chestnut Street to install three new vinyl signs on the storefront windows and door.**

- Chairman Stelling introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner Eisenhardt seconded to approve a Sign Permit application to install three new vinyl signs, subject to Gregory Guidry's November 4, 2016 memorandum.
- 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.

- Mr. Guidry stated \$50,000 was approved by Council for the 2017 Façade Grant. Mr. Guidry asked if the grant can be used for three sides of the building. Chairman Stelling replied that if a building had two street facing façades, then both would be granted. Mr. Guidry suggested there should be a breakdown for each façade. There was a discussion between the Commissioners regarding tax credits and also of past to current meetings of who approved the grant amount and how much of the grant was given per façade to help business owners.
- Chairman Stelling stated, after discussion with the Commissioners, the Commissioners would like Alderman Preusker to talk to Carina Walters, City Administrator, or Council regarding a few options for façade grants:
  - 1) Thank Council for the funds.
  - 2) Ask if City staff can contact past applicants to re-apply for a grant, since the grant was not available at the time, and how far back would be appropriate; whether its months or years.
  - 3) Ask if a wait list for applicants to receive the grants could be accepted.
  - 4) Ask if owners that had previously received the full grant would be eligible to receive grant money again.
- Commissioner Erickson stated he did not want to see a wait list for the Façade Grant in case the owners were allowed the grant and decided not to do any of the repair work. Commissioner Erickson stated the money would be tied up for new applicants that actually had intentions of doing the work. Chairman Stelling stated if there was a waiting list it would be difficult to plan for budgeting, since the 2017 Grant would actually be used for 2016 projects.
- Commissioner Eisenhardt moved, and Commissioner O'Brien seconded to recommend Alderman Pruesker to ask questions regarding the grant funds to Carina Walters, City Administrator, or Council.
- There were no further comments.

### **ADJOURNMENT**

Commissioner Erickson moved, and Commissioner Eisenhardt seconded to adjourn the meeting at 7:30 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson  
Administrative Assistant