



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, SEPTEMBER 24, 2020**

The meeting was called to order by Chairman Darrel Eisenhardt at 5:31 p.m. through Zoom Meetings. Aldermanic Representative Susan Kott; Commissioners Frank Capra; Steve Wagner; and Bernard Petersen were present. Commissioners Ken Morrison and Kevin O'Brien were excused. Gregory Guidry, Building Inspector, and Tanya Fonseca, Graef, were also present.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Wagner moved, and Commissioner Petersen seconded to approve the minutes of August 27, 2020.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

- A. To consider extension request to the Certificate of Appropriateness and Façade Grant for properties located at 533 and 541 Milwaukee Avenue from Judith Schulz.**
- Chairman Eisenhardt introduced and opened this item for discussion.
 - Gregory Guidry, Building Inspector, explained Judith Schulz submitted a hardship letter explaining why the work has not been able to be completed. On May 23, 2020 Ms. Schulz was given an extension until November 1, 2020. Aldermanic Representative Kott stated it would be better to allow a nine month or one year extension, since six months would be spring.
 - There were no further comments.
 - Commissioner Petersen moved, and Aldermanic Representative Kott seconded to approve the extension of the Certificate of Appropriateness and Façade Grant until August 1, 2021.
 - Commissioner Wagener stated that deadline might still be hard to make due to contractors being busy, and suggested September 1, 2021.
 - Commissioner Petersen amended, and Aldermanic Representative Kott seconded to approve the extension of the Certificate of Appropriateness and Façade Grant until September 1, 2021.

Roll call vote: Aye-5, Nay-0. Chairman Eisenhardt; Aldermanic Representative Kott; Commissioners Capra; Wagner; and Petersen. Motion carried.

NEW BUSINESS

A. To consider approving a Sign Permit application from Mike Hammes for property located at 597 N. Pine Street to install a hanging sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry explained the sign complies with all requirements; size, color, and location.
- 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.

B. To consider approving a Sign Permit application from Ansay & Associates for property located at 564 N. Pine Street to install a wall sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Tanya Fonseca, Graef, explained the location of the proposed sign is not the sign band area. The sign band area would be below the pop-out window. Aldermanic Representative Kott agreed the sign was above the sign band, and measurements were too large. Aldermanic Representative Kott stated as an option, a blade sign could be installed. Commissioner Wagner commented that he found historic photos showing the bay window, was part of the original façade, which is an architectural feature, that a sign cannot be place on.
- There were no further comments.
- Commissioner Wagner moved, and Aldermanic Representative Kott seconded to deny the Sign Permit since it did not follow the Historic Guidelines.
- Commissioner Wagner amended, and Aldermanic Representative Kott seconded to deny the Sign Permit, provided if there is damage behind the sign once it is removed, it must be repaired.

All were in favor and the motion carried.

Commissioner Kevin O'Brien joined the meeting at 5:53 p.m.

C. To consider approving a Sign Permit application from Scott Hermann for property located at 400 N. Pine Street to replace a wall sign and vinyl signage.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Ms. Fonseca explained two signs will be installed. One is a hanging sign, and the other is a decal sign for the front entrance door. Both signs meet the requirements in size, color, and location.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Wagner seconded to approve the Sign Permit.

All were in favor and the motion carried.

D. To consider approving a Sign Permit application from Scott Hermann for property located at 208 E. Washington Street to install a wall sign and vinyl signage.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Ms. Fonseca explained one sign is on the sign band, and the other sign is a decal on the front entrance door. Both signs meet the requirements in size, color, and location.
- There were no further comments.
- Commissioner Capra moved, and Commissioner Wagner seconded to approve the Sign Permit.

All were in favor and the motion carried.

E. To consider approving a Certificate of Appropriateness application from Michelle Petersen for property located at 464 N. Pine Street for façade repairs and install an awning.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner Petersen recused himself from this item.
- Ms. Fonseca stated the applicant shall provide more information for the window and door, if the upstairs door will match the proposed door, if the awning will be installed above the sign band, and if there is future signage. The tuck-pointing, fascia, awning, and colors are compliant.

- Bernard Petersen, owner's representative, explained all windows will be replaced, rotted wood repaired, the restaurant door will be full glass, and the upstairs door will be steel. The awning will cover the sign band, and signage will be applied for in the future.
- Chairman Eisenhardt stated the upstairs door is too light in color and should be darker to match the façade. Mr. Petersen responded the door could be painted the same as the trim. Aldermanic Representative Kott suggested the door could be the same color as the awning. Mr. Petersen asked the Commissioners what style door should be used for the upstairs. Commissioner Wagner replied a glazed door with a higher kick plate or a frosted door to give privacy. Ms. Fonseca stated perhaps both doors could match. Mr. Petersen responded more options for the upstairs door will be submitted for review.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Certificate of Appropriateness with the exception of more options for the upstairs door submitted, but allow staff to approve the revised door.

All were in favor and the motion carried.

F. A Façade Grant Program application from Michelle Petersen for property located at 464 N. Pine Street for façade repairs and awning.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner Petersen recused himself from this item.
- Mr. Guidry explained the Façade Grant shall be no more than \$5,000.
- Chairman Eisenhardt asked if the awning covers the sign band, where would a sign go. Mr. Petersen answered maybe there would only be a window sign or placed above the awning.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner O'Brien seconded to approve the Façade Grant with the exception of more options for the upstairs door submitted, but allow staff to approve the revised door.

Roll call vote: Aye-5, Nay-0. Chairman Eisenhardt; Aldermanic Representative Kott Commissioners Capra; Wagner; and O'Brien. Motion carried.

G. To consider approving a Certificate of Appropriateness application from city of Burlington for property located at 300 N. Pine Street to repair front, side, and rear façades.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry explained City Hall is proposing to clean the limestone around doors, the cornice, and tuck-point on the lower portion of the building, roughly three feet. Mr. Guidry stated the upper railing and doors will be painted. Commissioner O'Brien asked if the job needed to be put out for bids. Mr. Guidry replied the City would have followed proper protocol with the bid process.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Certificate of Appropriateness.

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 stated there has been no disbursements of grants since the August meeting. Commissioner Wagner asked if there were properties that will soon need a Response Team to verify the work, such as 488 Milwaukee Avenue. Mr. Guidry answered they have a few more weeks before completion, as well as 164 E. Washington Street. Chairman Eisenhardt stated Trendsetters looks like it is almost done. Mr. Guidry replied yes, only a few more items to finish.

ADJOURNMENT

Aldermanic Representative Kott moved, and Commissioner Wagner seconded to adjourn the meeting at 6:27 p.m. All were in favor and the motion carried.

Recording Secretary,

Kristine Anderson
Administrative Assistant