



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
THURSDAY, JULY 22, 2021**

The meeting was called to order by Chairman Darrel Eisenhardt at 5:30 p.m. Alderman Shad Branen; Commissioners Susan Kott; Frank Capra; Ken Morrison; and Bernard Petersen were present. Commissioner Steve Wagner was absent. Gregory Guidry, Building Inspector, was also present.

Chairman Eisenhardt welcomed Alderman Shad Branen to the Commission.

**CITIZEN COMMENTS**

None

**APPROVAL OF MINUTES**

Commissioner Morrison moved, and Commissioner Capra seconded to approve the minutes of January 28, 2021.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

None

**DISCUSSION ITEMS**

**A. Discussion from Joe Davies on behalf of the Burlington Public Library for property located at 166 E. Jefferson Street regarding future options for the library expansion.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Joe Davies, library representative, presented a library expansion option, which may occur in approximately four to five years. The library was originally the post office building built in 1917, which allowed for a smaller service population with the main level having 12,000 square feet. Based on a survey study of the population, the library service area should be 26,000-32,000 square feet. The plan is to replace the existing 1987 addition with a two-story addition totaling 28,000 square feet and add an entrance/exit that would connect with the park. The outside look of the original post office would stay the same. The intention would be to connect the open space on the second floor with the new second floor containing multiple small rooms and a terrace for the adult section overlooking the park.
- Commissioner Kott expressed she felt the original part of the library inside is getting chopped up too much by little rooms when you walk in. Commissioner Kott stated there is a beautiful arch window facing the park, which looks like it is being removed. The archway could be cut

open and used as a walkway into the new space. Mr. Davies commented that it is possible to keep the archway.

- Chairman Eisenhardt clarified that the existing parking lot would be eliminated and the addition in its place and asked if the second floor is not able to be added to the 1987 addition, because of the foundation. Mr. Davies answered yes, the lot will be removed, and the foundation is not strong enough for the addition. Mr. Davies stated there will be parking available in the street around the block.
- Commissioners agreed they like how the library entrance/exit and park would connect to each other.

## **B. Review of Façade Grant Funding Status.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Chairman Eisenhardt asked what the status is for 533 & 541 Milwaukee Avenue (Teacher's Place) and 464 N. Pine Street (Bejing Garden). Gregory Guidry, Building Inspector, responded that Teacher's Place is working and anticipates being completed by the expiration date of September 1, 2021. Mr. Guidry stated Bejing Garden has been having difficulties getting contractors that are available and are scheduled to start work at the end of September. Mr. Guidry further stated most likely an extension will be requested.
- Chairman Eisenhardt commented there is a remaining balance of \$25,487.49 for Round 10 and \$18,000 for Round 11.

## **NEW BUSINESS**

### **A. To consider approving a Certificate of Appropriateness and Sign Permit application from Deanna Scherrer for property located at 240 E. Chestnut Street for front and rear façade repairs.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry explained this proposal is for signage already installed and a facelift to the façade. The improvements include replacing the vertical siding with textured fiber cement board panels, replacing the wood fence with a black iron fence, installing a metal roofing, and installing a screen door in the rear. Mr. Guidry stated the colors, repairs, and signage meet the ordinance.
- Commissioner Kott suggested the trim around the window should be painted in black and not ivory, so it draws less attention. Deanna Scherrer, applicant, replied the ivory was a softer color and thought the black was too dark, and does not like black.

- Chairman Eisenhardt asked if the main color was more of a gray or bluish color. Ms. Scherrer answered the color is more of a gray color.
- Commissioner Petersen stated the Lakota Group recommended using a horizontal lap siding instead of the square panels and asked if that was considered. Ms. Scherrer responded she did not like the horizontal look and wanted something clean and simple. Ms. Scherrer stated the sides of the building will be vinyl siding, and the back will just be painted.
- Alderman Branen questioned what would be seen behind the gates between the buildings since it will be open. Ms. Scherrer answered the vines and growth will be cleaned out.
- Commissioner Kott stated even though Lakota Group allowed the 3-foot by 4-foot signs, the signs cannot be larger than 2 feet by 4 feet. That is the maximum size allowed for delivery signs in the rear. Ms. Scherrer commented there will be no deliveries. Commissioner Kott further stated 2 feet by 4 feet is the allowed size for the back of a building or they can be removed. Commissioner Kott suggested the Sign could be one sign with both logos.
- There were no further comments.

**1) Motion for COA**

- Commissioner Kott moved, and Commissioner Capra seconded to approve the COA as presented with board panels for siding and not what was recommended by the Lakota Group.

All were in favor and the motion carried.

**2) Motion for Sign Permit**

- Commissioner Kott stated each sign in the rear shall be 2 feet by 4 feet or removed.
- There were no further comments.
- Commissioner Kott moved, and Commissioner Morrison seconded to approve the Sign Permit to allow both businesses to have a sign, each measuring 2 feet by 4 feet.

All were in favor and the motion carried.

**B. A Façade Grant Program application from Deanna Scherrer for property located at 240 E. Chestnut Street for front and rear façade repairs.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner Kott asked if new signage would qualify for a grant. Mr. Guidry responded yes but would verify with the regulations.

- There were no further comments.
- Commissioner Petersen moved, and Alderman Branen seconded to approve the Façade Grant for front and rear façade repairs, but not to exceed \$5,000 for the front and \$1,804 for the rear.
- Roll call: Chairman Eisenhardt; Alderman Branen; Commissioners Kott; Capra; Morrison; and Petersen.
- All were in favor and the motion carried.

**C. To consider approving a Sign Permit application from Michael Lawrence of Rural Mutual Insurance for property located at 148 W. Chestnut Street for signage installation.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry explained once the owner was informed that this sign required approval, an application was submitted shortly thereafter. Mr. Guidry stated the signage size, color, and location met all requirements.
- There were no further comments.
- Commissioner Kott moved, and Commissioner Capra seconded to approve the Sign Permit.

All were in favor and the motion carried.

**ADJOURNMENT**

Commissioner Petersen moved, and Commissioner Kott seconded to adjourn the meeting at 6:30 p.m. All were in favor and the motion carried.

Recording Secretary,

Kristine Anderson  
Administrative Assistant