



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, MAY 26, 2022**

The meeting was called to order by Commissioner Steve Wagner at 5:30 p.m. Alderman Shad Branen; Commissioners Susan Kott; Bernard Petersen; and Kerry Witbrod were present. Chairman Darrel Eisenhardt excused. Karl Kramer absent.

Commissioner Wagner welcomed Kerry Witbrod, a new HPC Commissioner.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Petersen moved, and Alderman Branen seconded to approve the minutes of March 24, 2022.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

ALDERMANIC REPORT

None

NEW BUSINESS

A. To consider approving a Certificate of Appropriateness and Sign Permit application from Dalia Villarreal on behalf of Compass, for property located at 573 N. Pine Street to install signage.

- Commissioner Wagner introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, explained the applicant proposes to remove the awning and install a wall sign, as well as a hanging log sign. Both signs meet all size and location requirements.
- There were no further comments.
- Commissioner Kott moved, and Commissioner Petersen seconded to approve the signage.

All were in favor and the motion carried.

B. A Façade Grant Program application from Dalia Villarreal on behalf of Compass, for property located at 573 N. Pine Street to install signage.

- Commissioner Wagner introduced and opened this item for discussion.
- There were no comments.
- Commissioner Kott moved, and Commissioner Witbrod seconded to approve the Façade Grant, but not to exceed \$250.

Roll call vote: Aye-5, Nay-0. Alderman Branen; Commissioners Wagner; Kott; Petersen; and Witbrod. Motion carried.

C. To consider approving a Sign Permit application from Wayne Swihart, of Keep ‘m Tickin for property located at 572 N. Pine Street to install signage.

- Commissioner Wagner introduced and opened this item for discussion.
- Mr. Guidry explained the owner has installed a sign above the entrance door and is asking for approval. Mr. Guidry further explained four signs maximum are allowed in the historic district.
- Wayne Swihart, owner, seeks input regarding a future neon sign on the left storefront window. Commissioner Kott commented a sign would have to be removed to comply with the code. Mr. Swihart stated the new neon sign would replace the larger paper sign on the left storefront window.
- There were no further comments.
- Commissioner Kott moved, and Alderman Branen seconded to approve the façade sign as presented with an option to amend the replacement of the paper window sign “Keep m’ Tickin” with a new neon sign within 6 months.

All were in favor and the motion carried.

D. To consider approving a Sign Permit application from Jordan Karweik of Kravings for property located at 344 N. Pine Street to install window signage and a hanging sign.

- Commissioner Wagner introduced and opened this item for discussion.
- Doug Kaarre, Lakota, explained the applicant proposes to install a projecting blade sign and two vinyl signs on the storefront windows, which meet the ordinance. The proposed banner with the ice cream cones at the top of the windows is not considered signage. The applicant also proposes to cover the transom windows with etched glass, which the ordinance states transom windows should be repaired and not covered.

- Commissioner Kott was against covering the transom windows.
- Jordan Karweik, applicant, stated The Jewelry Center replaced the windows without the grids. Commissioner Kott responded that was done prior to the Historic Commission starting. The Commissioners were surprised to learn the banner was not signage. Commissioner Wagner commented that covering the transom windows could affect the original window, and the existing transom windows are historic.
- Mr. Karweik stated he was open to eliminating most of the banner and removing the etched glass from the transom windows.
- Commissioner Petersen suggested a sandwich board sign.
- There were no further comments.
- Commissioner Kott moved, and Commissioner Petersen seconded to approve the two storefront signs that read “Kravings”, keep the banner only on the two front facing storefront windows, and not to cover the transom windows as amended.

All were in favor and the motion carried.

E. To consider approving a Certificate of Appropriateness application from Paul Naber for property located at 120 W. Chestnut Street to clean the façade and cornice.

- Commissioner Wagner introduced and opened this item for discussion.
- Mr. Kaarre explained the applicant proposes to clean the masonry façade and the metal cornice using no more than 600 psi (pounds per square inch). Commissioner Witbrod asked what happens if the brick gets damaged. Mr. Kaarre answered if the surface is damaged water can get under the brick and then it crumbles.
- Mr. Swihart questioned if there was a way to preserve the Cream City Brick. Commissioner Wagner responded yes, there are sealants made and are sold to preserve the brick.
- There were no further comments.
- Commissioner Kott moved, and Commissioner Witbrod seconded to approve the façade cleaning.

All were in favor and the motion carried.

F. To consider approving a Certificate of Appropriateness and Sign Permit application from Lauren Hanline, for property located at 356 N. Pine Street to install a hanging sign, awning, and lighting.

- Commissioner Wagner introduced and opened this item for discussion.
- Mr. Kaarre explained the owner proposes to reface the existing hanging sign with illuminated lettering, remove and re-purpose the awning frame to be above the entrance only, and add gooseneck lighting across the top. Mr. Kaarre commented the existing sign is non-conforming since it stands out more than 5 inches from the building but is also a non-contributing building. Mr. Kaarre further explained the alternative sign proposal meets the codes. Mr. Guidry stated according to the codes since the sign is changing it should conform with today's codes.
- Dennis Spankowski, Burl Signs, explained this building was built in 1986 and the owner would like to replace the face on the existing sign with low-key illuminated lettering. Mr. Spankowski stated the gooseneck lighting directed on the alternative sign would be too much.
- Commissioner Wagner commented the existing sign has created its own nostalgic appearance for this building. Commissioner Wagner questioned about the illumination of signage in the historic district. Mr. Kaarre replied that signs externally lit are permitted. Commissioner Kott complimented on the improvements, but stated the existing sign is too big. Commissioner Petersen agreed with Commissioner Wagner and liked the uniqueness of the existing sign. Alderman Branen stated that he does not have an issue with giving a variance for the existing sign.
- There were no further comments.
- Commissioner Petersen moved, and Alderman Branen seconded to approve the variance to replace panels on the existing hanging sign pending Common Council approval. HPC also approved the awning and lighting as proposed.

Signage roll call vote: Aye-4: Alderman Branen; Commissioner Petersen; Witbrod; and Wagner. Nay-1: Commissioner Kott. Motion carried.

G. A Façade Grant Program application from Lauren Hanline, for property located at 356 N. Pine Street to install a hanging sign, awning, and lighting.

- Commissioner Wagner introduced and opened this item for discussion.
- Mr. Guidry stated the front door being painted black was not mentioned in the memorandum, however, the color complies with the historic guidelines. Commissioner Kott commented the sign on the door has not been approved. Mr. Guidry explained he can approve that vinyl signage.
- There were no further comments.

- Commissioner Kott moved, and Alderman Branen seconded to approve the Façade Grant for the façade not to exceed \$990 and the signage not to exceed \$250, pending any cost changes that may occur.

Roll call vote: Aye-5, Nay-0. Alderman Branen; Commissioners Wagner; Kott; Petersen; and Witbrod. Motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Commissioner Wagner introduced and opened this item for discussion.
- Mr. Guidry commented The Teacher Place expires June 30, 2022 and One World Travel expires July 22, 2022. Mr. Guidry explained seven businesses were sent a letter to paint or repair their façades and informed grant money was available.
- Commissioner Wagner stated Round 8 has \$10,000 pending, Round 10 has a balance of \$15,620.74, Round 11 has a balance of \$18,000, and Round 12 has a balance of \$50,000.

ADJOURNMENT

Commissioner Kott moved, and Commissioner Petersen seconded to adjourn the meeting at 6:47 p.m. All were in favor and the motion carried.

Recording Secretary,

Kristine Anderson
Administrative Assistant