CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

AMENDED AGENDA
HISTORIC PRESERVATION COMMISSION
TUESDAY, NOVEMBER 24, 2015 at 6:00 P.M.

Common Council Chambers, 224 East Jefferson Street, Burlington, WI 53105

Tom Stelling, Chairman
Tom Preusker, Aldermanic Representative
Darrel Eisenhardt, Park Board President
Jeff Erickson
Maria Veronico-Ventura
Joel Weis
Kevin O'Brien

1. Call to order

2. Roll Call

3. Citizen Comments

4. Approval of minutes of October 22, 2015

5. Letters and Communications: None

6. Old Business: None

7. New Business:

   A. A Certificate of Appropriateness application from Lorrie BeBord of Taylored Image Hair Design & Skin Therapy for property located at 581 N. Pine Street to install one overhanging sign.

   B. A Sign Permit application from Lorrie BeBord of Taylored Image Hair Design & Skin Therapy for property located at 581 N. Pine Street to install one overhanging sign.

8. Discussion items:

   A. Review of Façade Grant Funding Status.

9. Adjournment.

NOTE: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.

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HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, October 22, 2015

The meeting was called to order by Chairman Tom Stelling at 6:32 p.m. Alderman Tom Preusker; Commissioner Jeff Erickson; Commissioner Kevin O'Brien; and Commissioner Joel Weis were present. Commissioner Maria Veronico; Commissioner Darrel Eisenhardt were excused.

Chairman Stelling introduced and welcomed Nicole Witbrod, BHS student representative, to the HPC Meeting.

CITIZEN COMMENTS
None

APPROVAL OF MINUTES
Alderman Preusker moved, and Commissioner Weis seconded to approve the minutes of August 27, 2015. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS
None

OLD BUSINESS
None

NEW BUSINESS

A. A Façade Grant Program application from Shad Branen of WIN Properties, for property located at 425 N. Pine Street to restore brick (tuck-pointing) and replace windows on the west side.

- Chairman Stelling introduced this item and recused himself.
- Alderman Preusker introduced and opened this item for discussion.
- Commissioner Weis asked if the building was going to be pressure washed to remove the paint. Shad Branen, owner, stated he is trying to find the best chemical to use in removal of the three layers instead of pressure washing. Mr. Branen stated to restore the brick there will be tuck-pointing, patching and replacing of existing windows. Commissioner Weis questioned if the front east side is just for restoration purposes. Mr. Branen replied yes, there will be cleaning of the brick around the building, tuck-pointing, replace the door, replace missing windows and windows above the transom to the original condition. Alderman Preusker questioned if the windows above the transom are painted glass and not tinted glass,

and if the window frame is aluminum. Mr. Branen stated the glass is like a corrugated glass and the frame is wood. Commissioner Erickson commented that on Patrick Meehan's memorandum, it states that the door is to be insulated fiberglass frame. Commissioner Erickson stated the door should be of historic aluminum and not fiberglass.

- There were no further comments.

- Commissioner Erickson moved, and Commissioner Weis seconded to approve the Façade Grant for the west side to restore brick, replace windows and the back door to be revised to be made of steel, wood or aluminum of historic style and color, subject to Patrick Meehan's memorandum.

- Alderman Preusker stated the amount of the grant shall not exceed $5,000.

- Roll Call: Alderman Tom Preusker; Commissioner Jeff Erickson; Commissioner Kevin O'Brien; and Commissioner Joel Weis were present.

- All were in favor and the motion carried.

B. A Façade Grant Program application from Shad Branen of WIN Properties, for property located at 425 N. Pine Street to clean brick, replace windows and restore transom on the east side.

- Alderman Preusker introduced and opened this item for discussion.

- There were no further comments.

- Commissioner Weis moved, and Commissioner Erickson seconded to approve the Façade Grant to clean brick, replace windows and restore transom on the front east side and not to exceed $4,776.00.

- Roll Call: Alderman Tom Preusker; Commissioner Jeff Erickson; Commissioner Kevin O'Brien; and Commissioner Joel Weis were present.

- All were in favor and the motion carried.

C. A Façade Grant Program application from Shad Branen of WIN Properties for property located at 425 N. Pine Street to restore brick (tuck-pointing), remove paint and replace windows on the north side.

- Alderman Preusker introduced and opened this item for discussion.

- There were no comments.

- Commissioner O'Brien moved, and Commissioner Erickson seconded to approve the Façade Grant to restore brick, remove paint and replace windows on the north side, up to the remaining balance of $4,592.62, but not to exceed $5,000.00.

- Roll Call: Alderman Tom Preusker; Commissioner Jeff Erickson; Commissioner Kevin O'Brien; and Commissioner Joel Weis were present.

- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Alderman Preusker introduced and opened this item for discussion.

- Alderman Preusker stated that Council, at the October 22, 2015 meeting, approved two new downtown projects; a church bought the old Bigelow building and the old Color Bar building is becoming a martini bar. Alderman Preusker stated Council is currently discussing the funding budget. Chairman Stelling gave a quick overview of the façade funding and how it is distributed. Chairman Stelling also stated the first couple of Façade Grants were funded by the Community Development Authority and not the City.

- There were no further comments.

ADJOURNMENT

Commissioner Erickson moved, and Commissioner Weis seconded to adjourn the meeting at 7:00 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant

CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1164 – (262) 763-3474 fax
www.burlington-wi.gov

Historic Preservation Commission Item: 7A	**Date:** November 19, 2015
Submitted By: Gregory Guidry, Building Inspector	**Subject:** Certificate of Appropriateness for 581 N. Pine Street

Details:
Lorrie DeBord of Taylored Image Hair Design & Skin Therapy is requesting approval of a Certificate of Appropriateness located at 581 N. Pine Street. The proposed project consists of:

- The installation of one (1) overhanging sign which measures 4' x 4' (16 square feet in area) and using the existing sign bracket. No illumination is proposed. The proposed, double-sided, hanging sign is made of "Alumilite" (a light-weight, durable, composite sign board consisting of a corrugated plastic core bonded between two sheets of factory-prepared aluminum) board product. The height of the proposed hanging sign is to be elevated 12'-1" (more than 8 feet) as measured from the bottom of the sign to the sidewalk. The sign is proposed to have a cream-colored background, a maroon-colored trim, and both medium brown and light sage green lettering.

Patrick Meehan, City Planner, recommends a conditional approval of this request.

Financial Remarks:
The approved items will be paid 100% by the owner.

Executive Action:
This item is for consideration to approve the Certificate of Appropriateness at the November 19, 2015 Historic Preservation Commission meeting and be placed on the December 1, 2015 Common Council meeting for consideration.

Application for the Certificate of Appropriateness

Per section § 315-42 of the HPO Historic Preservation Overlay District zoning ordinance, the following application must be completed when alterations in the architectural appearance of any structure within the HPO district is proposed.

Please provide the following:

1. Architectural plans, elevations, photographs, color samples and/or perspective drawings and sketches illustrating the design and character of all proposed alterations (except painting, see below) must be submitted. Said elevations and drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air-conditioning equipment. These drawings are to be completed to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the Applicant for redrafting.

   For alterations consisting of painting only, color samples and photographs shall be submitted indicating the areas to be painted.

2. Applicant Name: Lorrie DeBord
3. Contact Name: Lorrie DeBord
4. Name of Tenant: Lorrie DeBord
5. Name of Business: Taylored Image Hair Design & Skin Therapy
6. What is (are) the existing use(s) of the building? Vacant
7. Telephone Number: 262-210-9641 Facsimile Number: _____
8. E-Mail Address: lorried1@hotmail.com
9. Project Address: 581 N Pine Str., Burlington, WI
10. Mailing Address: N5989 Aspen Dr.
11. Does the applicant own the project building? _____ Yes X No
12. If no, please list owner's name and address: Austin Bersch
13. Architect or engineer's name and address: _____
14. Date of submittal of plans: _____
15. Scale of drawings noted on each drawing: 1" = 1Ft.
16. Building type, size and location: Brick office building, 29'8" x 23', Pine st.
17. Height of building: 23'
18. Exterior material samples to be provided: Alumilite Sign Board

NOTE: Please supply material samples of all exterior alterations for the HPC meeting.

19. Proposed Start Date: Nov 1 2015
20. Proposed Completion Date: Nov 15 2015

21. Additional information may be requested to include, but not limited to, the following:

A. Photographs from the site adjacent neighboring structures and/or property;
B. Detailed drawings of decorative elements of the buildings and/or structure(s);
C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

NOTE: Please provide any and all information that will illustrate to the Commission the effect of the proposed change.

Property Owner

DUSTIN BERSCH — Print
Signature — Date: 10/13/15

Applicant

Lorrie DeBord — Print
Lorrie DeBord — Signature
Date: 10/13/15

☐ Please reserve my position for Façade grant money in the event additional funding is made available in the future. I understand I would be required to complete a Façade Grant Application within 25 business days of notification of fund availability or I would lose my reserved position.

STOP! Have you included the following with your application?

1. Color photographs of current building façade, including some view of the buildings on either side for context;

2. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the design and character of all proposed alterations completed to a recognized architectural scale with the name of the project noted;

3. Historic photos of your building as it appeared in the past. You are required to visit the Burlington Historical Society Museum at 232 North Perkins Blvd. for this information if your project includes façade renovations;

4. Material samples of all exterior alterations; i.e., color samples, siding. Only one sample per design element is required;

5. 10 copies of all supplemental information; i.e., drawings, renderings, elevations, photos/pictures, etc. that are not easily duplicated due to size or other restrictions.

If any of the above pertain to your project and are not included with your application, your application will be considered INCOMPLETE and will not be placed on the meeting agenda for discussion.

THANK YOU FOR YOUR COOPERATION!

Amended October 2014

CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1164 – (262) 763-3474 fax
www.burlington-wi.gov

Historic Preservation Commission Item: 7B	**Date:** November 19, 2015
Submitted By: Gregory Guidry, Building Inspector	**Subject:** Sign Permit for 581 N. Pine Street

Details:
Lorrie DeBord of Taylored Image Hair Design & Skin Therapy is requesting approval of a Sign Permit located at 581 N. Pine Street. The proposed project consists of:

- The installation of one (1) overhanging sign which measures 4' x 4' (16 square feet in area) and using the existing sign bracket. No illumination is proposed. The proposed, double-sided, hanging sign is made of "Alumilite" (a light-weight, durable, composite sign board consisting of a corrugated plastic core bonded between two sheets of factory-prepared aluminum) board product. The height of the proposed hanging sign is to be elevated 12'-1" (more than 8 feet) as measured from the bottom of the sign to the sidewalk. The sign is proposed to have a cream-colored background, a maroon-colored trim, and both medium brown and light sage green lettering.

Patrick Meehan, City Planner whose memorandum is attached, recommends a conditional approval of this request.

Financial Remarks:
The conditionally approved item will be paid 100% by the owner.

Executive Action:
This item is for consideration to approve the Sign Permit at the November 19, 2015 Historic Preservation Commission meeting and be placed on the December 1, 2015 Common Council meeting for consideration.

MEEHAN & COMPANY, INC.

PATRICK J. MEEHAN, AICP, AIA
PRESIDENT

P.O. BOX 925
HALES CORNERS, WI 53130-0925
PHONE: (414) 529-9559
FAX: (414) 529-9559

MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: Meehan & Company, Inc.
Patrick J. Meehan, AICP

SUBJECT: Review of the Application for a "Certificate of Appropriateness" and "Sign Permit Application" for a Hanging Sign on Property Located at 581 N. Pine Street in the City of Burlington (Zoned in the HPO Historic Preservation Overlay District and B-2 Central Business District). Applicant: Lorrie DeBord; Property Owner: Dustin Bersch

DATE: October 30, 2015

INTRODUCTION

Pursuant to the October 26, 2015 written request of the office of Kristine Anderson, Administrative Assistant of the City of Burlington, Meehan & Company, Inc. has prepared the following review of the application for a "Certificate of Appropriateness" and "Sign Permit Application" for signage to property located at 581N. Pine Street in the City of Burlington. The subject property is zoned in the HPO Historic Preservation Overlay District and B-2 Central Business District. The proposal calls for the following:

- The installation of one (1) overhanging sign which measures 4' X 4' (16 square feet in area). No signage illumination is proposed. The proposed, double-sided, hanging sign is proposed to be made of "Alumilite" (a light-weight, durable, composite sign board consisting of a corrugated plastic core bonded between two sheets of factory- prepared aluminum) board product. The height of the proposed hanging sign is proposed to be elevated 12'-1" (more than 8 feet) as measured from the bottom of the sign to the sidewalk. The building appears to be two stories in height and is reported by the applicant to be 23 feet in height. The width of the building upon which the sign is to be mounted is reported by the applicant to be 29'-8" wide. The sign is proposed to be placed along N. Pine Street. The sign is proposed to have cream-colored background, a maroon-colored trim, and both medium brown and light sage green lettering. Based upon the photographs submitted by the applicant, the sign bracket upon which the sign would be mounted is existing and already attached to the street-facing facade of the building.

Based upon Meehan & Company, Inc.'s review of the "National Register of Historic Places Registration Form for the Burlington Downtown Historic District" dated January 1992 and the "Downtown Historic District Map" attached thereto, the building is considered as a "Contributing" building to that historic district designation. The subject property is a two-story, brick, vernacular commercial building. The building is known as the Finke-Uhen Block and was constructed in 1914.

The drawings and data submitted by the applicant include the "Application for a Certificate of Appropriateness," 2 pages, dated 10/13/15 with seven (7) pages of attachments including: a

four (4) page Sign Permit application dated 10/13/15, a one (1) page colored sign drawing (with dimensions indicated), a one (1) page color scheme for the sign faces (undated), and two photographs on one (1) page with dimensions and other signage data indicated for the hanging sign at the subject property (undated).

REQUIREMENTS OF CITY ZONING ORDINANCE SECTION 315-74C "PROJECTING AND HANGING SIGNS" AND SECTION 315-74F "SIGNAGE COLOR" IN THE HPO DISTRICT

Projecting and hanging signs (such as the sign proposed) are allowed in the HPO Historic Preservation Overlay District to extend only over public rights-of-way occupied by pedestrian sidewalks subject to the following. Following each item listed below is a comment *(in underlined italics)* on whether the applicant meets each specified application requirement:

(1) All such projecting or hanging signs in the HPO District shall be elevated a minimum height of eight feet. Projecting or hanging signs may be placed above the sign band; however, no projecting or hanging sign shall extend above the top edge of the largest second story window.

Both of the above requirements appear to be met by the hanging sign proposed. The height of the sign is proposed to be 12'-1" above the sidewalk and the top of the sign does not extend above the top edge of the largest second story window.

(2) Any such projecting or hanging sign in the HPO District shall not project more than five feet from the surface of its supporting building. All such projecting signs in the HPO District shall not be permitted to extend closer than two feet to any public street curb or pavement or to any public alley curb or pavement.

The proposed sign is proposed to extend 4 feet from the surface of the building and is proposed to be 5 feet from N. Pine Street to the mounting bracket. Therefore, both of the above requirements are met by the hanging sign proposed.

(3) All projecting and hanging signs in the HPO District shall be placed perpendicular to the building facade and not flush with the building facade.

This requirement appears to be met since the proposed hanging sign is proposed to be placed perpendicular to the building facade.

(4) Maximum area of a projecting and hanging sign. The maximum cumulative permitted area allowed all projecting or hanging signs on a structure in the HPO District shall not exceed 7% of the upper building facade area. The upper building facade area shall be determined by multiplying the width of the upper building facade by its height (height as measured from the upper edge of the sign band to the upper edge of the cornice).

The upper building facade area facing N. Pine Street is estimated by Meehan & Company, Inc. (based upon the building height and width data supplied by the applicant and the photographs submitted by the applicant) at about 342+/- square feet. Under the above requirements, this would allow for a total hanging sign area of about 23.94+/- square feet (a hanging sign of only 16 square feet is proposed). This requirement appears to be met by the hanging sign proposed

and is under the 7% of the upper building facade area.

(5) Limitation of the number of projecting and hanging signs. The total number of projecting signs allowed a structure in the HPO District shall be one sign per business.

This requirement appears to be met since (based upon the application materials submitted by the applicant) the proposed sign appears to be the only hanging sign proposed by the applicant to face N. Pine Street.

CONSISTENCY WITH "CERTIFICATE OF APPROPRIATENESS" APPLICATION REQUIREMENTS OF SECTION 315-139 OF THE CITY OF BURLINGTON ZONING ORDINANCE

Under the requirements of Section 315-139 of the City of Burlington Zoning Ordinance, the following items are required to be submitted by an applicant for a "Certificate of Appropriateness." Following each item listed below is a comment *(in underlined italics)* on whether the applicant meets each specified application requirement:

A. Architectural plans, elevations, photographs, color samples, and/or perspective drawings. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the design and character of all proposed alterations (except painting) shall be submitted. A color building elevation or perspective rendering of the exterior of the proposed building(s) shall be required for review by the Historic Preservation Commission for all types of alterations except painting. Said elevations and perspective drawings, when required, shall indicate the location and placement of all auxiliary building equipment, such as heating, ventilating and/or air-conditioning equipment. These drawings are to be drawn to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the applicant for redrafting. For alterations consisting of painting only, color samples and photographs shall be submitted indicating the areas to be painted.

Complete to the extent needed to convey the proposed work to be accomplished.

B. Name and address. Name and address of the applicant.

Complete.

C. Owner/developer. Owner's and/or developer's name and address.

Complete.

D. Architect/engineer. Architect's and/or engineer's name and address.

No architect/engineer appears to be involved with the proposed project.

E. Date. Date of submittal of plans.

Complete.

F. Scale. Scale of drawings noted on each drawing.

Complete to the extent needed to convey the proposed work to be accomplished. Two photographs and two sign drawings have been submitted illustrating the conditions.

G. Building type, size, and location. The type, size, and location of all structures with all building dimensions shown.

Complete to the extent needed to convey the proposed work to be accomplished.

H. Height. The height of building(s).

The height of the portion of the building located above the upper edge of the sign band was not specifically provided; however, the total square feet of the building facade area located above the upper edge of the sign band (342+/- square feet) could be generally determined by Meehan & Company, Inc. based upon the various application materials submitted.

I. Exterior materials samples to be provided. Samples of exterior materials and their colors.

The applicant has provided a color drawing of the sign which appears to display a mix of colors including cream-colored background, a maroon-colored trim, and both medium brown and light sage green lettering.

J. Additional information may be required. Additional information and data that may be required by the City Administrator, City Planner, City Engineer, Historic Preservation Commission or the Common Council may include, but not be limited to, the following upon request:

(1) Photographs from the site of adjacent neighboring structures and/or property.

Two photographs have been submitted by the applicant illustrating the existing conditions.

(2) Detailed drawings of decorative elements of the building(s) or structure(s).

The bar upon which the proposed sign is hung is minimally decorative.

(3) Sectional building or site drawings drawn to a recognized engineering or architectural scale.

Not applicable.

CONSISTENCY WITH HPO DISTRICT STANDARDS OF REVIEW FOR THE COMMON COUNCIL'S APPROVAL OF A "CERTIFICATE OF APPROPRIATENESS" PURSUANT TO THE REQUIREMENTS OF SECTION 315-42B. AND E. OF THE CITY OF BURLINGTON ZONING ORDINANCE

Under the requirements of Section 315-42B. and E. of the City of Burlington Zoning Ordinance, the following are the standards of review for the approval of a "Certificate of Appropriateness" by the Common Council pursuant to the requirements of Section 315-42B. and E. of the City of Burlington Zoning Ordinance. Following each item listed below is a comment

(in underlined italics) on whether the application meets each specified standard for approval.

B. District standards. District standards shall conform to those required in the underlying basic zoning district. In addition, the design guidelines as set forth in the publication titled "Burlington Historic Downtown Main Street District: Design Quality - Standards Guidelines," as amended, published by the Burlington Historic Downtown Main Street District, shall be used by the Historic Preservation Commission, Plan Commission, and Common Council as HPO District design standards and guidelines.

Hanging Sign

As indicated earlier in this memorandum, the sign is proposed to be made of "Alumilite" (a light-weight, durable, composite sign board consisting of a corrugated plastic core bonded between two sheets of factory-prepared aluminum) board product. Page 14 of the publication titled "Burlington Historic Downtown Main Street District: Design Quality - Standards Guidelines," as amended, published by the Burlington Historic Downtown Main Street District, indicates that signs constructed of plastic materials are not permitted.

[Note for Informational Purposes Only: It is the understanding of Meehan & Company, Inc. that recent past policy, interpretations, and actions by the Historic Preservation Commission regarding other applications for similar signs and the use of more weather durable materials (such as PVC materials for such similar signs), that such signs constructed of highly durable materials have been permitted in the recent past due, in part, to their higher degree of longer term durability than painted wood signs.]

E. Limitation on structural or appearance changes. Structural changes shall be regulated in the following manner:

(1) Certificate of appropriateness required. There shall be no alteration in the architectural appearance of any structure within an HPO District without the approval or conditional approval of plans for such alterations by the Common Council. In determining whether to grant approval or approve with conditions or reject the request for a certificate of appropriateness, the Common Council shall take into consideration the recommendation of the Historic Preservation Commission. The recommendation of the Historic Preservation Commission to the Common Council may be to grant approval, approve with conditions or reject the request for a certificate of appropriateness. For the purposes of this section, alterations shall include any exterior change (including painting), addition to, or demolition of any part or all of the exterior of a structure. The Common Council shall make its decision within 45 days of its receipt of the Historic Preservation Commission's recommendation regarding the application for a certificate of appropriateness. Persons who are granted a certificate of appropriateness by the Common Council are required to obtain all other permits required by this Municipal Code or by the State of Wisconsin, from the appropriate authority, for the proposed alteration. [Amended 2-20-2001 by Ord. No. 1650(54); 12-7-2004 by Ord. No. 1762(14)]

Hanging Sign

Based upon the application materials submitted, it appears that the intent of the design guidelines as set forth in the publication titled "Burlington Historic Downtown Main Street District: Design Quality - Standards Guidelines" would

be met since the design embodied by the sign appears historic in graphic design, color, size, and placement upon the building.

(2) Basis for approval. No alterations shall be permitted that would tend to destroy or seriously impair the particular character and quality of the HPO Historic Preservation Overlay District. No change or alteration (including painting) of an historic structure, historic site, or historic district shall be permitted which destroys, seriously impairs, or significantly alters its character in terms of its historical or architectural interest.

Hanging Sign

Based upon the application materials submitted, it appears that the intent of the design guidelines as set forth in the publication titled "Burlington Historic Downtown Main Street District: Design Quality - Standards Guidelines" would be met.

(3) Repairs, destruction and reconstruction. [Amended 12-7-2004 by Ord. No. 1762(14)]

(a) Notwithstanding the provisions of Section 315-84, total lifetime structural repairs, restoration, or alterations of a preservation structure may exceed 50% of the City's equalized value of the structure if the Common Council determines, upon recommendation by the Historic Preservation Commission, that the structure will be repaired, restored, or altered in a way that maintains the character of the structure and the character of the HPO District without significant alteration or change in such character. No person in charge of an historic structure or improvement in an HPO Historic Preservation Overlay District shall be granted a permit to demolish such property without review and recommendations by the Historic Preservation Commission to the Common Council.

Not applicable. [NOTE: 2011 Wisconsin Act 170 regarding nonconforming structures may impact the validity of the Section of the City Zoning Ordinance as set forth above. It is recommended that the City seek legal opinion on its continued validity and implementation as this Section is currently written.]

(b) In the case of a two-story structure in the HPO District which has been destroyed, the Common Council may determine, upon recommendation by the Historic Preservation Commission, that the replacement structure may be constructed as a one-story structure but in a way that maintains the historic character of the destroyed two-story structure and the character of the HPO District streetscape facade without significant alteration or change in such character.

Not applicable.

RECOMMENDATIONS

Based upon the foregoing findings, it is recommended that the Historic Preservation Commission recommend to the Common Council the conditional approval of the proposed "Certificate of Appropriateness" and "Sign Permit" for the proposed hanging sign subject to:

a. *The application and various other attached materials submitted to the City by the applicant; and*

b. *Any additional conditions which may be recommended by the Historic Preservation Commission consistent with City Zoning Ordinance requirements for the HPO Historic Preservation Overlay District.*

■ ■ ■

City of Burlington
Historic Preservation Overlay District
Sign Permit Application

All parties intending to place signage within the HPO District must complete the following steps:

⇒ **Provide completed Sign Permit Application to the City of Burlington Building Inspector's office located at 300 North Pine Street, Burlington;**
⇒ **Application must be submitted 25 business days prior to the regularly scheduled Historic Preservation Commission (HPC) meeting. The HPC meets every 4th Thursday of the month at 6:30 p.m. within the Common Council Chambers located at 224 East Jefferson Street.**
⇒ **Upon a recommendation to approve the proposed sign, the HPC will provide their recommendation to the Plan Commission. The Plan Commission meets every 2nd Tuesday of the month at 6:30 p.m.**

You are encouraged to attend said meetings to address any questions or concerns that the Commission members may have regarding your sign application.

Please find the attached ordinances, which indicate the standards of signage within the HPO district.

Project Location: (Building Address) 581 N Pine Str Burlington WI 53105	Applicant Name(s): Lorrie DeBord
Property Owner Name: Dustin Bersch	Applicant Mailing Address: N5989 Aspen Dr. Burlington WI 53105
Property Owner Telephone Number: 1-414-217-9609	Applicant Telephone Number: 262-210-9641
Property Owner Fax Number:	Applicant Fax Number:
Sign Contractor TS Signs & Designs	Sign Contractor Mailing Address 216 N Milwaukee St Waterford WI 53185

1. Signs Prohibited in the HPO District.

In addition to signs prohibited in ALL ZONING DISTRICTS as set forth in § 315-65, the following signs are prohibited:

A. **Freestanding Signs**. Exception – one sandwich sign not exceeding six (6) square feet per sign face and does not constitute a public safety or traffic hazard.

Applicable to proposed sign permit application? ____ **Yes** X **No**

B. **Plastic Formed Signs**. No plastic formed signs or signs formed from plastic-like materials unless such materials simulate historic signage.

Applicable to proposed sign permit application? ____ **Yes** X **No**

2.	Wall, Fascia (including transoms) and Awning Signs.

A. **Placement.** All wall, fascia, transoms and awning signs shall be placed BELOW the upper edge of the traditional building sign band (for graphic example, please see page three of attached HPO zoning ordinance). No signage allowed above upper edge of said sign band, with the exception of projecting and hanging signs (see item #3).

Applicable to proposed sign permit application? ____ **Yes** X **No**
Conform to Placement Requirement? ____ **Yes** ____ **No**

B. **Maximum Signage Area.** Total cumulative signage area of all exterior signage placed upon street-facing façade of building (does not include signage placed inside of windows, freestanding sandwich signs or projecting and overhanging signs) shall NOT EXCEED 15% of total facade area of the FIRST FLOOR street-facing façade.

Applicable to proposed sign permit application? ____ **Yes** X **No**
Conform to Maximum Signage Requirement? ____ **Yes** ____ **No**

If yes, indicate the total façade area (in square feet) of the first floor street-facing façade: _____ square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all street-facing signs: _____ square feet.

C. **Maximum Signage Lettering**. For wall and fascia signage, lettering shall not be greater than 12" in height AND cover not more than 60% of the sign board on which the letters are placed.

Applicable to proposed sign permit application? ____ **Yes** X **No**
Conform to Lettering Requirement? ____ **Yes** ____ **No**

D. **Maximum Number of Wall, Fascia, Transom and Awning Signs**. Total number shall not exceed 3 signs. Gilded, vinyl or painted letters on the inside or outside of storefront display windows are not included within said maximum.

Applicable to proposed sign permit application? ____ **Yes** X **No**
Conform to Maximum Requirement? ____ **Yes** ____ **No**

If yes, indicate the total façade area (in square feet) of the upper (second) floor street-facing façade (as measured from the upper edge of the sign band to the upper edge of the cornice): _____square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all projecting and hanging signs facing the street: _____ square feet.

E. **Wall, Fascia and Transom Sign Placement**. No wall sign or fascia (including transom) shall be placed to visually obscure architectural details of the building.

Applicable to proposed sign permit application? ____ **Yes** X **No**
Conform to Placement Requirement? ____ **Yes** ____ **No**

3.	Projecting and Hanging Signs.

A. **Minimum and Maximum Height**. All projecting and hanging signs shall be elevated a minimum height of 8 feet. Said signs may be placed ABOVE the sign band; however not above the top edge of the largest second story window.

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Applicable to proposed sign permit application? X **Yes** ____ **No**
Conform to Placement Requirement? X **Yes** ____ **No**

B. **Limitation of the Extension**. All projecting and hanging signs shall not project more than 5 feet from the surface of its supporting building. All said signs shall not extend closer than 2 feet to any public street curb or pavement.

Applicable to proposed sign permit application? X **Yes** ____ **No**
Conform to Extension Requirement? X **Yes** ____ **No**

C. **Placement of Projecting and Hanging Signs**. All projecting and hanging signs shall be placed perpendicular to the façade and not flush with building façade.

Applicable to proposed sign permit application? X **Yes** ____ **No**
Conform to Perpendicular Requirement? X **Yes** ____ **No**

D. **Maximum Area of Projecting and Hanging Signs**. The maximum cumulative area allowed for projecting and hanging signs shall not exceed 7% of the UPPER building façade area.

Applicable to proposed sign permit application? X **Yes** ____ **No**
Conform to Maximum Area Requirement? X **Yes** ____ **No**

E. **Limitation of the Number of Projecting and Hanging Signs**. The total number of projecting and hanging signs allowed on a structure shall be 1 sign per business.

Applicable to proposed sign permit application? X **Yes** ____ **No**
Conform to Number of Signs Requirement? X **Yes** ____ **No**

4. Illumination of Signs.

A. **No internally illuminated signs shall be placed in the HPO District**. If signs are illuminated, signs shall be EXTERNALLY illuminated.

Applicable to proposed sign permit application? ____ **Yes** X **No**
Conform to Illumination Requirement? ____ **Yes** ____ **No**

B. **Non-flashing, illuminated neon signs shall be permitted**.

Applicable to proposed sign permit application? ____ **Yes** X **No**
Conform to Neon Requirement? ____ **Yes** ____ **No**

5. Limitation of Types of Window Signs.

All window signs, including transom windows, shall be gilded, painted, vinyl, etched glass or leaded glass letters placed on the inside of storefront display windows. Product and/or company logo signs are allowed on the inside of storefront display windows.

Applicable to proposed sign permit application? ____ **Yes** X **No**
Conform to Types of Signage Requirement? ____ **Yes** ____ **No**

6. Signage Color.

All signage shall be of a color, which is compatible with the color of the building construction materials found in the HPO District.

Applicable to proposed sign permit application? X **Yes** ____ **No**
Conform to Color Requirement? X **Yes** ____ **No**

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Please attach a **recent photograph** of the entire façade of the building upon which the sign is proposed to be placed (minimum size of 3 inches by 5 inches) and a drawing or other graphic display of the proposed signage (drawn to a known architectural or engineering scale and properly dimensioned). This display must include all details that are applicable to said application including the following:

1. Proposed sign placement on the building with scaled dimensions indicating placement, distance extension from building and height of the sign relative to the abutting sidewalk (or surrounding grade if there isn't a sidewalk) for each sign proposed.
   ✓ **Yes** ____ **No**

2. The actual building dimensions, height and length of window(s) and/or door(s) for the proposed sign placement.
   ✓ **Yes** ____ **No**

3. The material composition of the sign and its various elements.
   ✓ **Yes** ____ **No**

4. The color(s) of the sign(s) proposed.
   ✓ **Yes** ____ **No**

5. Scale of the drawing or graphic noted.
   ✓ **Yes** ____ **No**

6. Date of the drawing or graphic noted.
   ____ **Yes** ____ **No**

7. Name of the preparer of the drawing noted.
   ✓ **Yes** ____ **No**

I hereby certify that all statements, forms and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Property Owner

Dustin Bersch		10/13/15
Print	Signature	Date

Applicant

Lorrie DeBord	Lorrie DeBord	10/13/15
Print	Signature	Date

Created on 06/07/00 10:51 AM
Revised: 10/10/2014

2 sided Sign

☆ Design A

My 1st choice of desired design

Design B

Background color

← Cream

Trim color

← Maroon

Lettering 1 color

← Medium brown

Lettering 2 color

PMS 580
Light Sage Green

(See Design A)

Purposed Sign
4' x 4'
see design A

Material of purposed Sign - Alumilite Sign board
Sample provided

16' 7"

Sidewalk

Street To building
10' 5"

5' from Street To bracket

16' 7" from sidewalk To bracket

12' 1" from bottom of purposed sign To side walk

Building
29' 8" x 23' High

CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Historic Preservation Commission Item: 8A	**Date: November 19, 2015**
Submitted By: Megan Watkins, Director of Administrative Services	**Subject: Façade Grant Funding**

Details:

Attached please find the Façade Grant Funding report for Round 5 dated November 10th, 2015.

Executive Action:
This item is for discussion only at the November 19, 2015 Historic Preservation Commission meeting.

Burlington HPC - Façade Grant Funding, Round #5+- $20118.62 (a)

Applicant Name/Company	Property Address	Total Improvement Amount Proposed	Grant Amount Approved for Funding	Notes	Approved Date	Funded	Amount Funded	(Proposed) Funding Date
Raw Salon & Spa	332 N. Pine Street	$10,035.50	$5,000.00		6/25/2015	Pending	Pending	Pending
Face It	240 E. Chestnut Street	$1,500.00	$750.00		8/27/2015	$ 750.00	$ 750.00	9/25/2015
Keuper Mercantile (old Scheutte Daniels)	413 & 425 N. Pine Street - west side	$13,705.00	$5,000.00		10/22/2015	Pending	Pending	Pending
Keuper Mercantile (old Scheutte Daniels)	413 & 425 N. Pine Street - east side	$9,552.00	$4,776.00		10/22/2015	Pending	Pending	Pending
Keuper Mercantile (old Scheutte Daniels)	413 & 425 N. Pine Street - north side	$19,447.00	$4,592.62		10/22/2015	Pending	Pending	Pending

Total Disbursed:	**$750.00**
Obligated Funds:	**$19,368.62**
Actual Balance Remaining: $20,118.62 less Total Disbursed and Obligated =	**$0.00**

Updated: **11/10/2015**

NOTES:

(a)Total Round 5 funding includes: $20,000 allotment (2015) , $118.62 undisbursed funds from Round 4

T:\Kristine A\HPC\[2015 Facade Grant Report.xlsx]Round 5