



AMENDED AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, MAY 26, 2016 at 6:30 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 April 28, 2016
5. Letters and Communications: None
6. Old Business: None
7. New Business:
 - A. A Certificate of Appropriateness application from Steve Madey for property located at 564 N. Pine Street to install a new glass storefront, repaint posts, replace second floor windows in the front façade, replace garage door with walk-thru door and replace window with double hung windows.
 - B. A Certificate of Appropriateness application from Kevin O'Brien for property located at 516 N. Pine Street (Burlington Formal Wear) to install a sign to be attached to the existing hanging sign.
 - C. A Sign Permit application from Kevin O'Brien for property located at 516 N. Pine Street (Burlington Formal Wear) to install a sign to be attached to the existing hanging sign.
8. Discussion items:
 - A. Review of Façade Grant Funding Status.

B. Discussion regarding the creation of a façade maintenance program, with the potential request for funds and approval of the program by the Common Council. This item was originally tabled at the March 24, 2016 meeting and then for discussion at the April 28, 2016 meeting.

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.



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, April 28, 2016**

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

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Eisenhardt moved, and Commissioner Veronico seconded to approve the minutes of March 24, 2016. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

A. A revised Sign Permit application from Jonathan Thorngate for property located at 457 Milwaukee Avenue to install projecting and wall signs. This item was tabled at the March 24, 2016 meeting.

- Alderman Preusker introduced and opened this item for discussion.
- Eric Halbur of Abacus Architects stated the revised plans, for the signs, have both options for the 12 inch and 18 inch lettering. Mr. Halbur stated the reason why the letters are so large is because the original letters for the Chevy Dealer, according to the historic photos, were very large. Commissioner O'Brien verified that they are trying to mirror the style of the historic Chevy sign. Commissioner Veronico questioned if the size of the historic letters were also the 18 inches that they are proposing. Mr. Halbur responded the historic letters were actually larger. Mr. Halbur brought a sample of the material for the letter, which is a lightweight heavy-duty foam that will not deteriorate, fade or warp. Commissioner Eisenhardt asked if the only lighting will be the gooseneck lights. Mr. Halbur replied yes. Commissioner O'Brien stated, according to Mark Roffers' report, a plastic like material is not allowed in the Historic District. Commissioner Veronico stated this foam material is not a plastic like material. Alderman Preusker stated the 18 inch letters would look more proportionate against the building compared to the 12 inch. Commissioner O'Brien stated he thought it might be too overwhelming. Commissioner Veronico stated if the letters were moved down away from the lights, they may not look so big, besides the HPC Commissioners cannot approve anything

over 12 inches. Commissioner Veronico stated if 18 inch letter is what they would like, the request could be submitted to the Zoning Board of Appeals. Commissioner Eisenhardt stated the green square part of the sign is the logo and will be perpendicular to the building.

- Commissioner Eisenhardt stated that at the March 24, 2016 meeting the cleaning of the west elevation and the removal of the signage were issues and inquired how this is being resolved. Mr. Halbur stated the signage has always been there and would like to repaint over them, since it would be a challenge to remove the signage. Alderman Preusker stated there is no need to make a motion for the painting of the façade since there is no application at this time and would be a separate item.
- There were no further comments.
- Commissioner O'Brien moved, and Alderman Preusker seconded to recommend submitting an application to the Zoning Board of Appeals to consider signage larger than the 12 inches with the exception given the size of the façade, subject to Mark Roffers' memorandum.
- All were in favor and the motion carried.

NEW BUSINESS

None

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Alderman Preusker introduced and opened this item for discussion.
- Alderman Preusker stated the \$20,000 in Round 6 has been used up by four projects recently approved. Round 5 has \$19,368.62 obligated funds that have four projects currently under-construction. Commissioner Eisenhardt questioned if there is available funding from the hotels. Alderman Preusker stated he would ask if the Community Development Authority (CDA) would have extra funds for the Historic District.
- There were no further comments.

B. Discussion regarding the creation of a façade maintenance program, with the potential request for funds and approval of the program by the Common Council. This item was table at the March 24, 2016 meeting.

- Alderman Preusker introduced and opened this item for discussion.
- Commissioner O'Brien stated that it would be better to use this type of fund for structural purposes and not painting. Commissioners O'Brien gave examples of structural purposes such as rotted out window frames, wood doors or simply falling apart. Alderman Preusker

stated the reason for the Historic District Façade Grant is to get the buildings up to historic standards, then it is the owner's responsibility. Commissioner Veronico stated the maintenance needs to be defined and discussed further with all the Commissioners before it is brought to Common Council.

- There were no further comments.
- All were in favor and the motion carried.

ADJOURNMENT

Commissioner Eisenhardt moved, and Commissioner Veronico seconded to adjourn the meeting at 7:34 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



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: March 26 th , 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 564 N. Pine Street

Details:

Steve Madey of Uncle Steve’s Garage is requesting approval of a Certificate of Appropriateness located at 564 N. Pine Street. The proposed project consists of:

- The removal of the rotted green ply-wood siding to install a new glass storefront, repaint posts the same color, trim back solid awning on adjacent building that extends over part of the applicant’s building and replace all second floor windows with double hung windows in the front façade.
- The replacement of glass door with walk-thru door and replace window with double hung windows in the rear façade.

Mark Roffers, Interim City Planner, recommends approval of this request, subject to conditions listed in his May 18, 2016 memorandum to the Commission.

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 March 26, 2016 Historic Preservation Commission meeting and be placed on the June 7, 2016 Committee of the Whole and Common Council meetings for consideration.



To: City of Burlington Historic Preservation Commission
From: Mark Roffers and Colette Spranger, Interim City Planning Consultants
Date: May 18, 2016
Re: Certificate of Appropriateness Application, 564 North Pine St., Uncle Steve's Garage

Desired Outcome: Window and door replacement on the front and rear façades of building, both of which are visible to the public. Additionally, on the front (Pine Street) façade: knee wall construction, “trimming back” of solid awning on adjacent building that extends over part of applicant’s building, and restoration of building materials and architecture.

Location(s): Owner-occupied building at 564 North Pine Street, currently unoccupied.

Summary: The proposed alterations restore the building in accord with the City’s vision for its Historic Preservation District, while providing a more modern and viable business space. Rear building improvements will also provide a more secure space for a prospective business.

Recommendation: We recommend that the Commission recommend that the Common Council approve this request for building and awning improvements at 564 N. Pine St., subject to the following conditions:

1. All work shall be per the application materials submitted on 4/26/16, except as changes necessary to meet the following conditions:
 - a. Use aluminum framed windows in place of vinyl framed windows for the second story replacement windows on the front façade.
2. The applicant shall obtain a building permit for the work, and with the building permit application shall provide written approval from the property owner at 568 N. Pine Street where the awning would be trimmed.
3. Prior to the installation of any signage, the applicant (or future tenant) shall submit a request for a separate certificate of appropriateness and sign permit.
4. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

Analysis of Certificate of Appropriateness Request Against City Ordinance Requirements

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
HAS APPLICANT FULLY SUBMITTED REQUIRED MATERIALS?		
(1) Certificate of Appropriateness	Complete	The applicant included a detailed index with “tabs” that reference specific improvements. These are referenced in our table here as well.
HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors, materials, and other details associated with proposed door, window, and awning improvements are all compliant.
Limitation on Structural/Appearance Changes 315-42(E)	Met	The proposed improvements preserve/restore original features and enhance the historic character and overall appearance of the building.
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS GUIDELINES		
Design Issues (pp. 7-9)	Met	1” thick Low E tempered and clear glass windows would be installed on the first floor storefront to replace the existing windows, which are not original to the building. The wood frames of the existing windows are also rotting. The new replacement windows on the first floor would take an area similar to those seen in older photos of the building, restoring the storefront look to a traditional façade. The knee-wall and section above the storefront windows are proposed as a painted aluminum, appropriate for the District. The applicant also proposes to restore the four iron posts on the storefront façade.

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Maintenance and Repair (pp. 10-13)	Met	<p>The original windows on both the first and second floors are beyond repair. The new display windows and door on the front lower level are to be framed in aluminum, which is an appropriate material for the District (see Tab 2). Eight new windows are proposed for the bay window on the second floor of the front façade for the same reason. The new second floor windows will be made to fit the existing openings, but will be framed in vinyl (see Tab 7). The design standards do not list vinyl as an appropriate material for the Historic Preservation District. Painted aluminum frames, similar to what is proposed for the first floor replacement windows, are more appropriate.</p> <p>This application also suggests improvements to the back of the building. While the City's design standards for the Historic Preservation District generally apply to street-facing façades of downtown buildings, they also provide no specific exemption to building rears. The back of this building is visible from the parking lot and next to a restaurant that offers outdoor seating. The proposed improvements include replacing the residential door with the existing commercial grade door that is on the front of the building (see Tab 9). The existing garage door would be replaced with a commercial-grade walk-through door with an accompanying aluminum frame made to fit the space of the existing garage door (see Tab 8). A second story residential window will also be replaced (see Tab 10). These improvements will at least modestly enhance the rear of the building. Improved doors will also increase security.</p>
Lighting (pp. 15-16)	NA	Applicant has no plans for lighting.

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Screening (pp. 16)	Met	Proposed changes to the rear garage door improve the visual appearance of the rear façade, which is visible from the back parking lot. This improves the ambiance for neighboring properties, some of which utilize the rear of their buildings as components of their businesses.
Pedestrian Access (pp. 17)	Met	Proposed changes do not disrupt the sidewalk pattern in front of the store. Proposed changes to the rear entry, including the installation of a commercial-grade door, should improve pedestrian access from the back parking lot.
Secretary of Interior's "Standards for Rehabilitation" (pp. 19)	Met	For front façade.
SECTION 315-61: AWNINGS		
Awnings in B-2 Central Business District 315-61(A)	Met	The applicant intends to trim the awning that hangs over from an adjacent property, at 568 N. Pine Street (see Tab 4). When trimmed, the awning will be capped to reflect its current appearance: siding and shingles to match the building to which the awning is attached. The applicant has discussed this with the property owner at 568 N. Pine Street, and there are no known impediments to making this change. Adjusting the awning in this manner does not make 568 N. Pine Street or its awning nonconforming.

Scope of Work Proposal

Uncle Steve's Garage LLC

564 N. Pine

Burlington, Wisconsin 53105

My name is Steve Madey I discovered the town of Burlington in the spring of 2015. I immediately had good impressions of the town and started to look for investment properties. I purchased the property located at 564 N. Pine on Oct 28, 2015. My plan is to rehab the property and rent out the commercial space. After the storefront has been renovated and rented, I plan on renovating the apartment above. I haven't yet decided if I will make the apartment my residence or if I will rent it out?

I am in the process of cleaning out the commercial space and the apartment. I am ready to start on the replacement of the non-original storefront and also replace the upstairs apartment windows. I would also like to replace the garage door on the rear of the building and replace the rear apartment window. I have listed my scope of work proposal along with the facade grant application (See Tab 1). I also included estimates for all of the work that is listed (See Tab2). There are also historical pictures included for reference (See Tab 3). I am prepared to make adjustments as needed. I look forward to working with you on this project.

Thank you for your time and consideration,

Steve Madey

Front:

1. Trim neighboring non-original - wood and tar shingled – awning that is overhanging onto 564 N. Pine. The awning is currently covering an area that will be replaced with a new glass storefront. The end of the trimmed awning will be finished to look exactly like it currently does. It will just be removed from 564 N. Pine. (See pictures in tab 4)
2. Remove non-original, non-structural GREEN ply-wood siding and single pane windows. The plywood is rotted and in needs to be removed to install a new commercial grade storefront. (See tab 5) (See samples of new storefront system, submitted with this application. Please note that the sample glass is tinted. The actual glass installed will be **CLEAR**. The contractor did not have an example of the window system with CLEAR glass.) Sorry
3. Existing structural and decorative cast iron posts will remain in place. Current paint will be stripped off the iron using an environmentally friendly stripper. The posts will be repainted the same color. (See pictures in tab 6)
4. Replace all second floor apartment windows with custom made double hung windows that will be made to fit in the existing opening. These windows will be made to look like the original windows. They will be made with white vinyl frames with clear double pane insulated glass. (See pictures in tab 7)

Rear:

5. Replace non-original fiberglass garage door with commercial grade walk-thru door. (See pictures in tab 8)
6. Replace residential quality door on rear of store with the commercial grade door that is currently on the front of the store. (see pictures in tab 9)
7. Replace rear apartment window with custom made double hung windows that will be made to fit in the existing opening. This window will be made to look like the original window. It will be made with white vinyl frame with clear insulated glass. There is only one window in the rear that will be replaced. (See picture in tab 10)

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: UNCLE STEVE'S GARAGE LLC
3. Contact Name: STEVE MADEY
4. Name of Tenant: VACANT "FOR RENT"
5. Name of Business: VACANT "FOR RENT"
6. What is (are) the existing use(s) of the building? FORMALLY "NANCY'S HAIR AFFAIR"
7. Telephone Number: 262 716 2784 Facsimile Number: N/A
8. E-Mail Address: SRMADEY@AOL.COM
9. Project Address: 564 N. PINE, Burlington, WI
10. Mailing Address: 5912 N. OTTAWA, CHICAGO, IL 60631
11. Does the applicant own the project building? Yes No
12. If no, please list owner's name and address: N/A
13. Architect or engineer's name and address: N/A NO STRUCTURAL CHANGES. NEW ALUMINUM/GLASS STOREFRONT
14. Date of submittal of plans: N/A
15. Scale of drawings noted on each drawing: YES
16. Building type, size and location: COMERCIAL FIRST FLOOR STOREFRONT
17. Height of building: 33'
18. Exterior material samples to be provided: YES

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

19. Proposed Start Date: MAY 15TH 2016
20. Proposed Completion Date: JUNE 2016

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

STEVE MADEY
Print

Steve Madey
Signature

4/26/16
Date

Applicant

STEVE MADEY
Print

Steve Madey
Signature

4/26/16
Date

- 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!

Remove part of NON-ORIGINAL neighboring awning. It is currently overhanging 568 N. PINE. After awning is shortened the end will be finished as it currently appears.

Replace 9 front apartment windows with new vinyl windows that will be custom made to look like the current windows that are beyond repair. They will be the same size to fit in existing openings.

4 Original structural cast iron posts will remain
New aluminum framed glass storefront to be installed
Between cast iron posts

Install 30" FILLER BOARD within the same aluminum frame that will hold the below windows in place.



Completely remove GREEN wood panels. Install NEW aluminum framed glass and floor to match new aluminum frame.

JOHN'S



Current condition of 564 N. Pine Street



SANDWICH SHOP 572 N. PINE ST.. MATADOR HAIR STYLING.



Coca-Cola

NOVELTIES

Penny Candy

HOME APPLIANCES
PLUMBING & HEATING
DAVID POBITZ

POBITZ
PLUMBING & HEATING

WATER HEATERS
GAS & OIL BURNERS

Pabst
Blue Ribbon
LUHN & RUNZLER

LUHN & RUNZLER'S
PAINT CO.

PM



Trim existing awning so it does not interfere with new glass storefront

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX





TOP



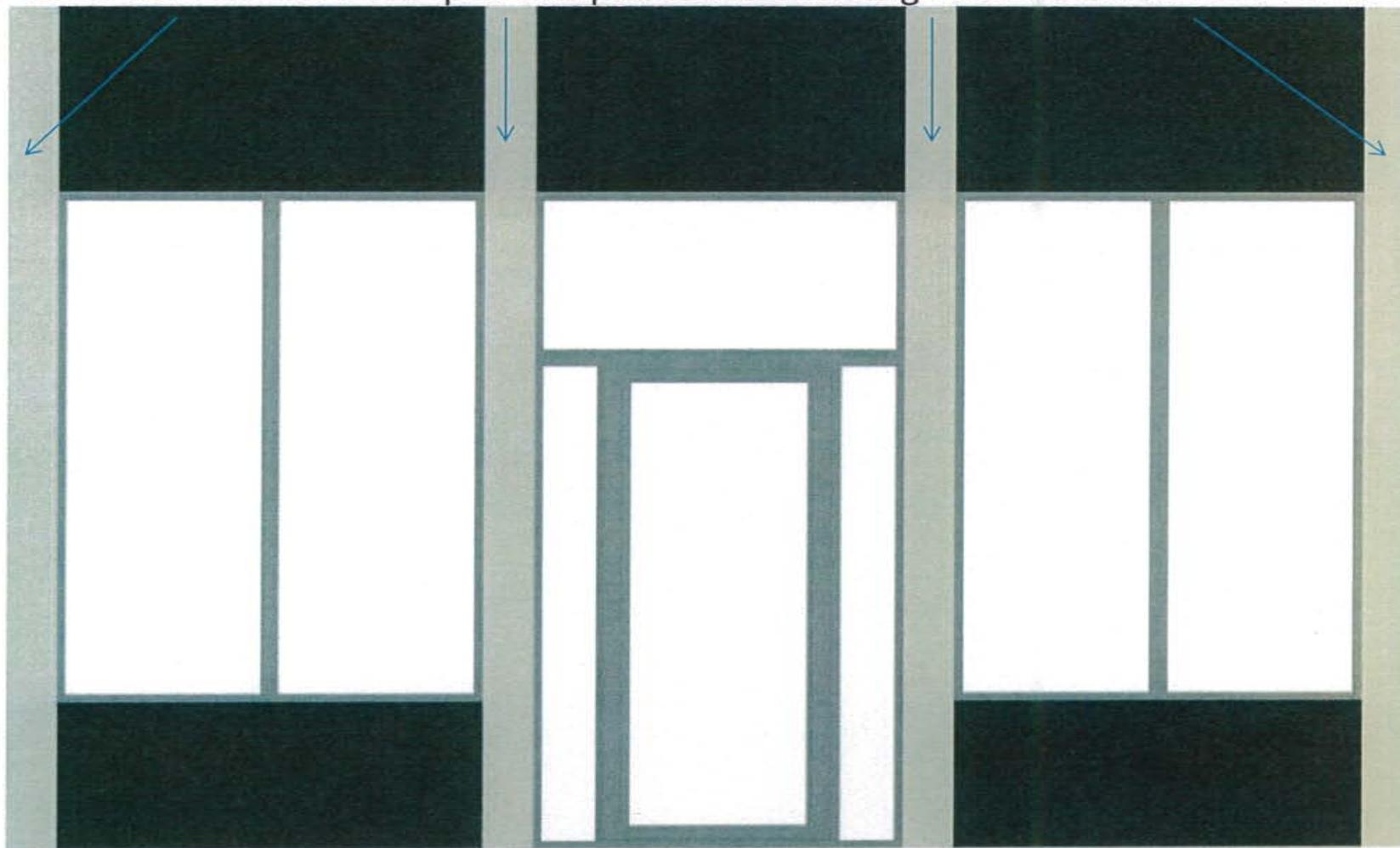
TOP







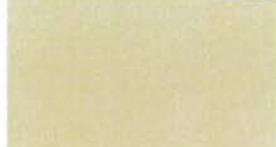
4 Cast Iron Posts will be striped and painted the existing color ROYCROFT COPPER RED



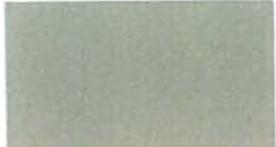
Window and Door frames will be the same dark color as the sample submitted DARK BRONZE
SEE ATTACHED COLOR CHART.



Roycroft Vellum
SW 2833



Birdseye Maple
SW 2834



Craftsman Brown
SW 2835



Quartersawn Oak
SW 2836



Hammered Silver
SW 2840



Roycroft Copper Red
SW 2841



Polished Mahogany
SW 2838



Aurora Brown
SW 2837



Roycroft Mist Gray
SW 2844



Roycroft Brass
SW 2843



Roycroft Suede
SW 2842



Weathered Shingle
SW 2841



Singlehouse Gray
SW 2845



Roycroft Bronze Green
SW 2846



Roycroft Bottle Green
SW 2847



Roycroft Pewter
SW 2848



Classical White
SW 2829



Colonial Revival Yellow
SW 2830



Classical Gold
SW 2831



Colonial Revival Gray
SW 2832



Colonial Revival Tan
SW 2828



Colonial Revival Stone
SW 2827



Colonial Revival Green Stone
SW 2826



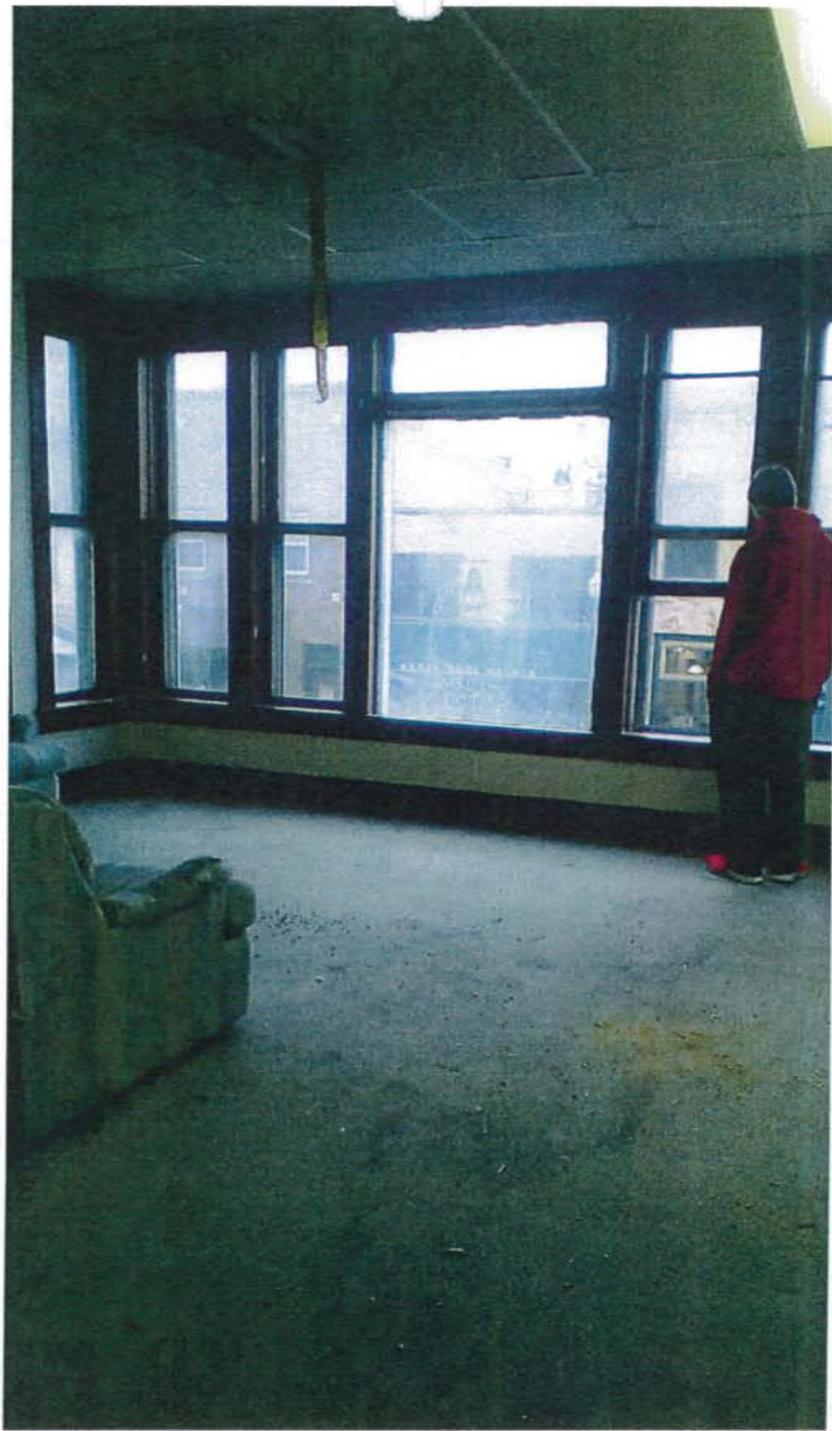
Colonial Revival Sea Green
SW 2825

ROYCROFT ARTS & CRAFTS

CLASSICAL/COLONIAL





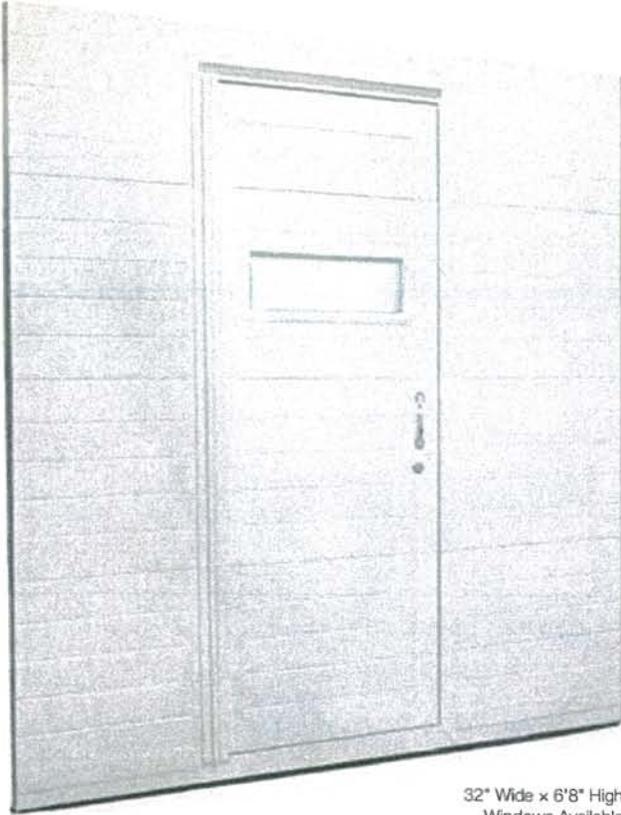








CLOPAY COMMERCIAL pass door



32" Wide x 6'8" High
Windows Available

MODEL AVAILABILITY

MINOR RIBBED

- 3720, 3722, 3724
- 3200, 3220

Minimum door size is 6'2" x 7'.

DEEP RIBBED

- 524, 524V, 524S
- 520, 520V, 520S

FLUSH

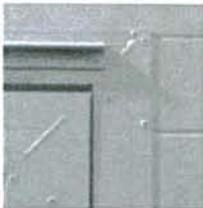
- 522, 522S

Minimum door size is 8' x 7'.

Minimum of 60" of high lift is required for 500 series pass doors.

Ideal in applications with limited space for a standard pedestrian door.

KEY FEATURES AND BENEFITS

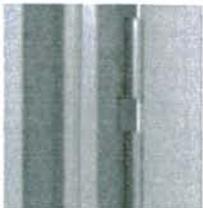


Welded aluminum frame with shiplap design affords added strength and durability while providing a weather-tight door seal.

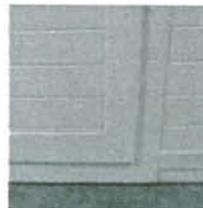
- Rain cap feature protects door entrance against accumulated water during rain showers.



Commercial door closer ensures safe and quiet closure.



Geared hinge ensures smooth operation and enhances longevity of the pass door.



Continuous boxed channel bottom rail adds additional strength against wind and horizontal deflection.

All specifications subject to change
©2015 Clopay Building Products Company, Inc., a Griffon company.

clopaycommercial.com

CMDC-PASSD00RSS-11_REV0715











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: May 26 th , 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 516 N. Pine Street

Details:

Kevin O'Brien of Burlington Formal Wear is requesting approval of a Certificate of Appropriateness located at 516 N. Pine Street. The proposed project consists of:

- The installation of a sign to be attached to the existing hanging sign.

Mark Roffers, Interim City Planner, recommends approval of this request, subject to conditions listed in his May 18, 2016 memorandum to the Commission.

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 May 26, 2016 Historic Preservation Commission meeting and be placed on the June 7, 2016 Committee of the Whole and Common Council meetings for consideration.



To: City of Burlington Historic Preservation Commission
From: Mark Roffers and Colette Spranger, Interim City Planning Consultants
Date: May 18, 2016
Re: Certificate of Appropriateness and Sign Permit Application, 516 North Pine St., Burlington Formalwear LLC

Desired Outcome: Addition to existing hanging sign on building

Location: Building at 516 N. Pine St., serving Burlington Flowers and Burlington Formalwear

Summary: Burlington Formalwear would like to add a 17"x 38" (4.5 sq. ft.) hanging sign component to an existing hanging sign. The existing sign is for Burlington Flowers. The two businesses operate out of the same building and have the same owner. Burlington Formalwear is a new business.

Recommendation: We recommend that the Commission recommend Common Council approval of this request for sign improvements at 516 N. Pine St., subject to the following conditions:

1. All work shall be per the application materials submitted on 4/29/16.
2. The applicant shall obtain a building permit for the work.
3. Prior to the installation of any additional signage for Burlington Formalwear LLC, beyond the hanging sign addition, the applicant shall obtain a second certificate of appropriateness and a sign permit.
4. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

Analysis of Request Against Applicable City Ordinance Requirements and Guidelines

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
HAS APPLICANT SUBMITTED ALL REQUIRED APPLICATION MATERIALS?		
(1) For Certificate of Appropriateness	Complete	
(2) For Sign Permit Application	Complete	
STANDARDS FOR SIGNAGE IN THE HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-74)		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms), and awning signs	NA	Applicant proposes no change to the existing awning signs.
(3) Projecting and Hanging Signs	Met	An existing hanging sign is in place at the location. The small sign addition is proposed to advertise the second business at the same location. Even with the addition of the new sign, the entire sign is still above the building's awning and is high enough from the sidewalk per the standards in the Historic Preservation District. Sign will be made of di-bond aluminum composite – appropriate for the district. The combined size of both sign components meets district standards. The estimated square footage of the sign equals about 6% of the upper building façade area -- below the 7% maximum under Section 315-74.
(4) Illumination of Signs	NA	Applicant proposes no additional lighting.
(5) Limitations on types of window signs (including transom windows)	NA	Applicant proposes no additional signage for this new business in the storefront windows.
(6) Signage Color	Met	Sign is a simple white background with black lettering with a simple black graphic depicting a bowtie. Lettering is complimentary to the Burlington Flowers signage.

GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors, materials, and other details of sign comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	The proposed sign makes no major structural or appearance changes to the building and façade.
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pp. 7-9)	Met	
Maintenance and Repair (pp. 10-13)	NA	
Lighting (pp. 15-16)	NA	
Screening (p. 16)	NA	
Pedestrian Access (p. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (p. 19)	Met	
OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS		
Article VII (Signs)	Met	

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: Kevin O'Brien
3. Contact Name: Kevin O'Brien
4. Name of Tenant: Burlington Formalwear LLC Kevin O'Brien
5. Name of Business: Burlington Formalwear LLC Kevin O'Brien
6. What is (are) the existing use(s) of the building? Retail
7. Telephone Number: 267-767-1100 Facsimile Number: N/A
8. E-Mail Address: goldkmobrien@yahoo.com
9. Project Address: 516 N. Pine Street, Burlington, WI
10. Mailing Address: _____
11. Does the applicant own the project building? Yes No
12. If no, please list owner's name and address: _____
13. Architect or engineer's name and address: _____
14. Date of submittal of plans: _____
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: Retail + Residential
17. Height of building: _____
18. Exterior material samples to be provided: _____

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

19. Proposed Start Date: _____
20. Proposed Completion Date: _____



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: 7C	Date: March 26 th , 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Sign Permit for 516 N. Pine Street

Details:

Kevin O'Brien of Burlington Formal Wear is requesting approval of a Sign Permit located at 516 N. Pine Street. The proposed project consists of:

- The installation of a sign to be attached to the existing hanging sign.

Mark Roffers, Interim City Planner, whose memorandum is attached, recommends approval of this request, subject to conditions listed in his May 18, 2016 memorandum to the Commission.

Financial Remarks:

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

Executive Action:

This item is for consideration to approve the Sign Permit at the March 26th, 2016 Historic Preservation Commission meeting.

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) <i>516 N Pine St Burlington WI</i>	Applicant Name(s): <i>Kevin O'Brien LOF LLC</i>
Property Owner Name: <i>LOF LLC K O'Brien</i>	Applicant Mailing Address: <i>30300 Lake Hills Dr Burlington WI 53105</i>
Property Owner Telephone Number: <i>262-492-0759</i>	Applicant Telephone Number: <i>262-492-0759</i>
Property Owner Fax Number: <i>N/A</i>	Applicant Fax Number: <i>N/A</i>
Sign Contractor <i>Burl Sign</i>	Sign Contractor Mailing Address

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 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 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 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 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 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 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.

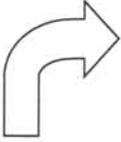
If applicable, indicate the current total cumulative signage area (square feet) of all projecting and hanging signs facing the street: _____ square feet.

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 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.



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**

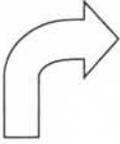
I hereby certify that all statements, forms and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Property Owner

LOF LLC KOBNEW KMORAN 4/29/16
 Print Signature Date

Applicant

Kevin O'Brien KMOB 4/29/16
 Print Signature Date



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

LOF LLC KOBANE K M O B A N E 4/29/16
Print Signature Date

Applicant

KEVIN O'BRIEN K M O B A N E 4/29/16
Print Signature Date



70.5" $\begin{matrix} 5.88 \\ - 4 \\ \hline 23.52 \end{matrix}$

+17" $\begin{matrix} 7.25 \\ - 4 \\ \hline 29.75 \end{matrix}$

77% max

BUSINESS	BURLINGTON FLOWERS & INTERIORS
ADDRESS	140 W. CHESTNUT ST.
CITY / STATE	BURLINGTON, WI
CONTACT NAME	KEVIN & CINDI O'BRIEN
E-MAIL	burlingtonflowersandinteriors.com
OFFICE PHONE	262 767-1100
MOBILE PHONE	262 492-0759 (KEVIN)
FAX #	NA
SIGN TYPE	NON LIT
SIGN SIZE	17" X 48" (24" X 48" OVERALL)
LETTER SIZE	SEE FILE
MATERIAL	1/8" DI-BOND
<input type="checkbox"/> SINGLE SIDE	<input checked="" type="checkbox"/> DOUBLE SIDE
LIGHTING LAMPS	NO
BALLASTS	NO
POWER PACKS	NO
MOUNTING	TO EXSITING SIGN
NO. OF SIGNS	2 SINGLE FACES
FOOTING SIZE	NO
CONTACTED ON	APRIL 19, 2016
COMPLETED ON	INCOMPLETE
JOB LOCATION	BURLINGTON, WI

All Original Designs, Logos, Artwork, Ect. Remain The Property Of Burli Signs, and May Not Be Used Or Reproduced In Any Form Without Written Permission by Burli Signs Or Purchased From Burli Signs. All Rights Reserved.



125 Front St.
Burlington, WI. 53105
262-763-7654
FAX 262-763-1879
bryan@burli signs.com
burli signs.com

Designer
Bryan Spankowski

NOTES:

DESCRIPTION OF WORK

- DESIGN
- BUILD
- INSTALL

VINYL COLOR/S

OPTIONAL

CAN COLOR/S

SIGNATURE



BURLINGTON FLOWERS
6" white black lettering
Cent. of Awning 10'

Burli Signs



aprox 30' wide







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: May 26, 2016
Submitted By: Megan Watkins, Director of Administrative Services	Subject: Façade Grant Funding

Details:

Attached please find the Façade Grant Funding report for Round 6 dated May 19th, 2016 with \$20,000 obligated funds with four projects approved. Round 5 with \$19,368.62 obligated funds, attached for your convenience, continues to have four projects currently under construction.

Executive Action:

This item is for discussion only at the May 26, 2016 Historic Preservation Commission meeting.

