



AGENDA
COMMUNITY DEVELOPMENT AUTHORITY (CDA)
Tuesday, June 7, 2016
224 East Jefferson Street, Burlington, WI
Council Chambers
5:30 p.m.

Bil Scherrer, Chairman
Jeannie Hefty, Mayor
Bob Grandi, Aldermanic Representative
Jack Eckola
Chuck Rule
Jim Spiegelhoff
Thomas Wiemer

1. Call to Order
2. Roll Call
3. Approval of Minutes from May 3, 2016
4. Persons desiring to be heard
5. Adjourn into Closed Session

Wis. Stats 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- To discuss proposals received for the Dodge Street and Chestnut Street parcel
6. Reconvene into Open Session
 - Consideration of recommendations from the CDA.
 7. Adjournment

Note: Notice is hereby given that a majority of the members of the Common Council may be present at this meeting. Although this may constitute a quorum of the Council, the Council will not take any action at this meeting.

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.



**CITY OF BURLINGTON
COMMUNITY DEVELOPMENT AUTHORITY
MEETING MINUTES
Tuesday, May 3, 2016 at 5:30 p.m.
224 E. Jefferson Street**

1. CALL TO ORDER

Chairman Bil Scherrer called the meeting of the Community Development Authority to order at 5:30 p.m.

2. ROLL CALL

The following commissioners were in attendance: Mayor Jeannie Hefty, Alderman Bob Grandi, Jack Eckola, Chuck Rule, Tom Wiemer and Jim Spiegelhoff. Excused: None

Also in attendance: City Administrator Carina Walters, Attorney John Bjelajac, Racine County Economic Development Corporation (RCEDC) Business Finance Manager Carolyn Engel.

3. CITIZEN COMMENTS

There were no citizen comments.

4. TOPIC: Review and consideration of Resolution Number 117 “A Resolution to authorize a \$70,000 Tax Incremental District Revolving Loan Fund (TID RLF) to Musicology LLC to be located at 452 N. Pine Street.

Carolyn Engel presented information to the board to request final approval for a business loan to Musicology LLC from the Tax Incremental District Revolving Loan Fund. Engel stated that Musicology is owned by Summer Street and Joel Drouin and is a start-up retail music store that will offer musical instruments for sale and rent, music accessories, and rental music rooms for music lessons to be offered by professionals in the industry. Engel further explained that RLF funds will be used for inventory purchases and matched with other start-up costs related to the establishment of this business. Engel also added that there are several benefits to the local community to support use of the TID RLF funds for this project including improvement of a vacant store front, being a women-owned business, creation of a new job within the city, and a need for this type of business which was reflected in the recent market study. Engel concluded her presentation stating that the RCEDC staff and Loan Committee have reviewed the financing structure and the project and are making a recommendation to approve the \$70,000 TID RLF loan for this project.

Chairman Scherrer asked which building this business would be located in. Commissioner Rule responded that this building is the previous Beaches Tanning salon.

Commissioner Rule asked if anybody from Musicology was present. Engel responded that she did not ask them to attend as she felt it was unnecessary.

Alderman Grandi stated that it is exciting to see new business come to Burlington and supported the approval of loan.

Chairman Scherrer asked for a motion to approve Resolution Number 117. Commissioner Eckola motioned with a second from Commissioner Spiegelhoff to approve Resolution Number 117.

Roll Call: Aye – Scherrer, Hefty, Grandi, Eckola, Rule, Spiegelhoff, and Wiemer. Nay – None.

With all in favor, the motion carried 7-0.

5. ADJOURNMENT

Alderman Grandi motioned to adjourn. Commissioner Eckola second the motion. The meeting was adjourned at 5:41 p.m.

Recording Secretary
Diahn C. Halbach
Burlington City Clerk



Burlington Core Upgrades, LLC II

**Proposal Offering for the Development-
E. Chestnut and N. Dodge Street**

June 3, 2016

City of Burlington

Attn: City Administrator, Carina Walters
300 N. Pine Street
Burlington, Wisconsin 53105

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Burlington Core Upgrades, LLC II

June 3, 2016

City of Burlington
Attn: City Administrator, Carina Walters
300 N. Pine Street
Burlington, Wisconsin 53105

RE: Proposal Offering for the Development-
E. Chestnut and N. Dodge Street

Dear Carina,

Burlington Core Upgrades LLC., wishes to propose the purchase and development of the vacant site located at the southwest corner of East Chestnut Street and North Dodge Street, Burlington, Wisconsin. As you are aware we have been working on the development of this property for several years. We have found that the development possibilities have been hindered by the lack of ownership and the construction commitment and timing to construct.

Attached you will find a letter from Dr. William Stone regarding the execution of the City's 'Offer To Sell', please review and consider this document. Burlington Core Upgrades LLC., II (BCU) and its members have helped to shape the downtown for over 30 years, and our plan as presented is consistent with the City's current Downtown Strategic Plan. We feel the development of this property is essential to the progress required to continue to draw new businesses to the downtown not just move our existing committed Burlington businesses around.

We have reviewed the Appraisal by Pitt's Brothers and noted its content. We will pay the proposed value of \$70,000.00. We have been informed that the City will receive the grant funding to help in the closure of the two, open Phase 2, Environmental Area on this site. Our development is time sensitive with our proposed tenants and investors. The speedy closure will help our development schedule.

In response to the Instructions for Submitting a Proposal we offer these observations:

Our design incorporates access to the City Parking deck for daytime use of retail and commercial tenants, a cross access easement would be desired. The development, as long as it stays in this district, does not require any parking, and without the use of the parking deck development will be stifled. When developed the Parking Deck design took into account the required cross access needs. Hampton Parking is noted.

The LOMR, if not already adjusted, will need to be completed for construction to proceed. This will be investigated further. I recall that it was part of the Hotel and Parking Deck requested LOMR adjustment.

We have not assumed and public funding at this time and not subject to our Proposal.

We have reviewed the infrastructure and are aware of the limitations.

Depending on timing, remediation of the site, timeline of documentation, financing, and construction schedule we will consider the planting grass on the site after transfer to Burlington Core Upgrades LLC., II.

Our plans at this time remain developing as a three-story Commercial/Retail building. We have considered developing up to a five-story building depending upon demand and Zoning limitations. We have considered a Mixed Use Building, mixing commercial/parking and residential on this site, but do not at this time think it is the best for Burlington's Downtown and Strategic Plan.

Attached to this package you find only a sample of our work to prepare for this purchase and development, let its content act to solidify our commitment to this project and the successful continuation of the downtown redevelopment you have worked so continuously on.

We are willing to meet and discuss this further, looking forward to your responds to the RFP.

Respectfully submitted,

Thomas E. Stelling

Member, Burlington Core Upgrades LLC. II

Contact information
Stelling & Associates Architects
181 W. Chestnut Street
P. O. Box 506
Burlington, WI 53105
Office 262-763-8725 Cell 262-492-0482

Thomas Stelling

From: William Stone <whstone41@me.com>
Sent: Friday, May 27, 2016 8:01 AM
To: Carina Walters
Cc: Stelling Tom
Subject: Letter Supporting earlier Offer to Sell agreement

City of Burlington,

Burlington Core Upgrades II, LLC would like to submit this letter supporting the March 2016 Offer to Sell agreement that has remained unsigned since brownfield issues surfaced in April 2016. We were recently informed that the City of Burlington had received approval of their application for 2/3 coverage of the projected costs of remediation of the property located at the corner of Dodge and Chestnut Streets. We propose offering the City the full 2014 appraised price of \$70,000 once the land is cleared of encumbrances. In a discussion with City Administrator, Carina Walters and Mayor Hefty on Thursday, May 26th, I was informed that the State is expediting a contract for the brownfield clean-up grant and that this was anticipated to happen next week so that the needed evaluation and clean-up could be begun before the end of June to meet fiscal requirements of the grant. We also had hydrologist Linda Fellenz on a conference call making sure these time lines were reasonable. According to Ms Fellenz, a geotechnical engineer would also need to be involved to ascertain what portion of the property might need removal for causes other than contamination (old foundations or unstable soils).

Since our last meeting with the CDA in I believe April 2016, we have been aware of the City's attempts to obtain a brownfield grant and along those lines we have increased our efforts to market and develop this property. Our intention with this property is to kill multiple birds with one stone, no pun intended. Firstly, Tom Stelling and I have had a longterm commitment to Downtown Burlington and wish to keep this new project architecturally compatible with the beautiful 112 or so historic Downtown buildings. Secondly, we would like to bring new businesses to town and not cannibalize other locations. Thirdly, we would like to help create a giant magnet to draw local and visiting customers to Downtown. Fourthly, we would like to create a public space for Downtown activities like a winter farmers market location, or a place to go on a cold winter day and feel good.

We have been approached by a group of health care providers who are unaffiliated with other health care entities in our area. Together they would require almost one whole floor of this new building, about 11,000 SF. These activities would be anticipated to occur on a second or third floor level and these providers are very interested in investing in this project. This group desires a presence in Burlington within the next 18 months. Other health care providers will also be sought for a third floor location. We spoke with a local bank about financing this project and were encouraged by what was proposed.

The first floor or street level is still problematic in that what we would like to see it adding some "beef" to the logo all our City trucks proclaiming, "Chocolate City USA". We have been down this road once or twice before, however I am still optimistic that as the economy improves and now that unfortunately Chocolate Expressions has closed for family reasons, a unique opportunity to exploit **chocolate** in Downtown Burlington exists. I envision an ice cream parlor with a soda fountain and a chocolate store selling and making all sorts of chocolate creations. It might take a few months to flesh out details, but I think it can be done. That leaves the roughly 4,000 SF space nearest the coffee shop and the lobby or atrium left to deal with, plus an unfinished 3rd floor for future development, which very possibly could happen during construction. We would plan to enter

discussions with the Burlington Farmers' Market and others to help develop and utilize the rest of the first floor space for retail or other activities that would be able to support themselves.

Bill Stone
Managing Member
Burlington Core Upgrades II, LLC

FOX RIVER STATE BANK

June 3, 2016

Ms. Carina Walters, City Administrator
City of Burlington
300 N. Pine Street
Burlington, WI 53105

Re: Proposed development of the property at the corner of E. Chestnut and N. Dodge Streets

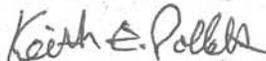
Dear Carina:

I am writing this Letter of Project Support for Burlington Core II in its pursuit of developing the vacant land at the southwest corner of Chestnut and Dodge Streets in our wonderful City of Burlington, WI. Having known and worked with Members Tom Stelling and Dr. Bill Stone for many years, they are men of the highest character and have brought great value to our City through their professional and personal lives. They have demonstrated their commitment to doing what is best for our City and have earned the opportunity to complete their vision for the development of this part of our downtown. Please allow me to comment on the following:

- I have reviewed their proposed project and potential building use.
- Their proposed development in the center of Burlington will bring value to other properties nearby (restaurants, shopping, hotel) and will assist with the overall needs of the community.
- The current Members of Burlington Core II have accomplished other significant projects in Burlington which have enhanced the lives of its residences as well as the lives of visitors to our City.
- The Members have displayed a willingness to work with the City of Burlington on the purchase of the land in question for the price which was independently determined.
- The Historic Design of the proposed facility is compatible with and complements the character of the neighboring buildings.

Fox River State Bank looks forward to working with Burlington Core II to explore financing opportunities for their well-designed project. I encourage you to give serious consideration to their proposal, which will benefit the City, its residents, and visitors for many years into the future. Thank you.

Sincerely,



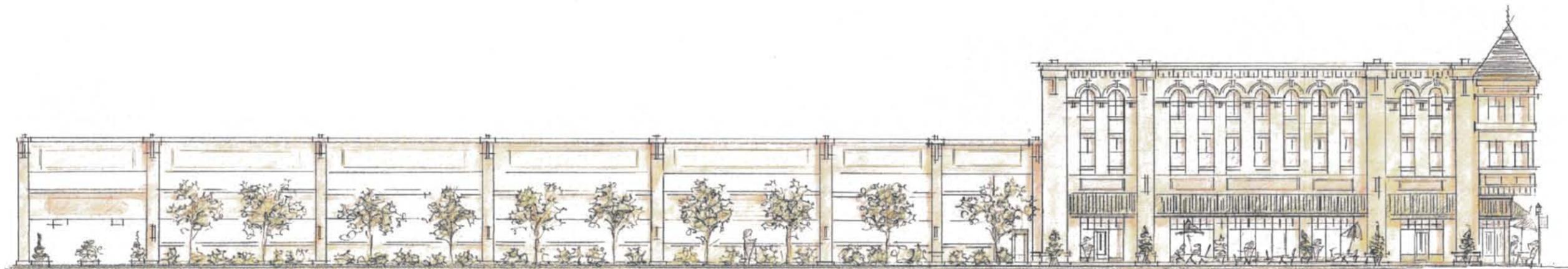
Keith E. Pollek
President & CEO

241 E. Jefferson Street
Burlington, WI 53105
(262) 767-8600
(262) 767-8954 FAX

Your Community. Your Bank.



CHESTNUT STREET ELEVATION
 SCALE 1/8" = 1'-0"



DODGE STREET ELEVATION
 SCALE 1/8" = 1'-0"

STELLING & ASSOCIATES
 ARCHITECTS, LTD.
 101 W. CHESTNUT STREET P.O. BOX 506
 BURLINGTON, WI 53105
 TELEPHONE: (262) 763-9726 FAX: (262) 763-1971

PROJECT DESCRIPTION:
 COMMERCIAL CONSTRUCTION
 BURLINGTON DOWNTOWN
 RETAIL PROJECT
 ADDRESS

DRAWING DESCRIPTION:
 SCHEMATIC DESIGN
 ELEVATIONS

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APPROVAL:

DRAWN BY:

DJR

DATE:

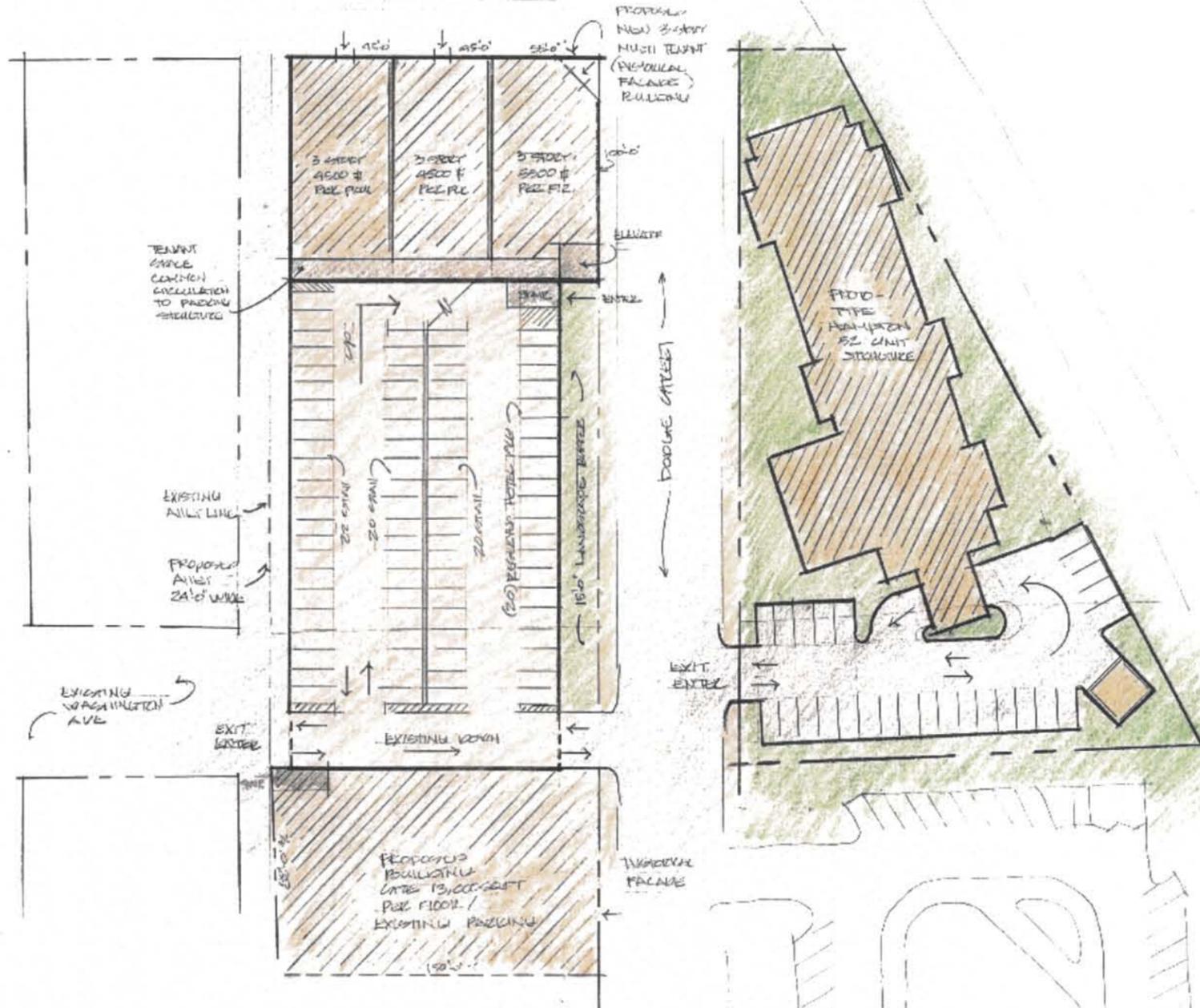
7-16-08

ARCHITECTS:

08033

SHEET NUMBER:

PRE - 1




 NORTH
 CONCEPT 'A'
 SITE PLAN
 SCALE 1" = 20'-0"

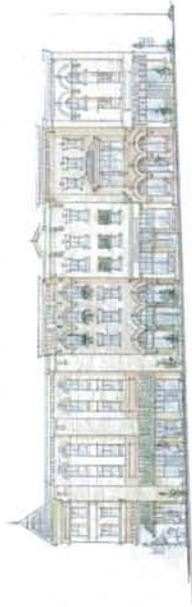
STELLING & ASSOCIATES ARCHITECTS, LTD.
 81 W. CHESTNUT STREET, BURLINGTON, VT 05401
 TELEPHONE (802) 733-8725 FAX (802) 733-1891

PROJECT DESCRIPTION: NEW RESIDENTIAL BUILDING
 PROJECT NO: 1026039
 BUILDING NO: 1026039

CONCEPT SITE PLAN

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM A LICENSED ARCHITECT IN THE STATE OF VERMONT AND I AM NOT PROVIDING ANY PROFESSIONAL SERVICES TO ANY OTHER PROJECT OR CLIENT. I AM NOT PROVIDING ANY PROFESSIONAL SERVICES TO ANY OTHER PROJECT OR CLIENT. I AM NOT PROVIDING ANY PROFESSIONAL SERVICES TO ANY OTHER PROJECT OR CLIENT.

DESIGNED BY:	
APPROVED BY:	
DRAWN BY:	KSR
DATE:	7-1-08
PROJECT NUMBER:	1026039
SHEET NUMBER:	CONCEPT 'A' 1 OF 1



CHESTNUT STREET ELEVATION



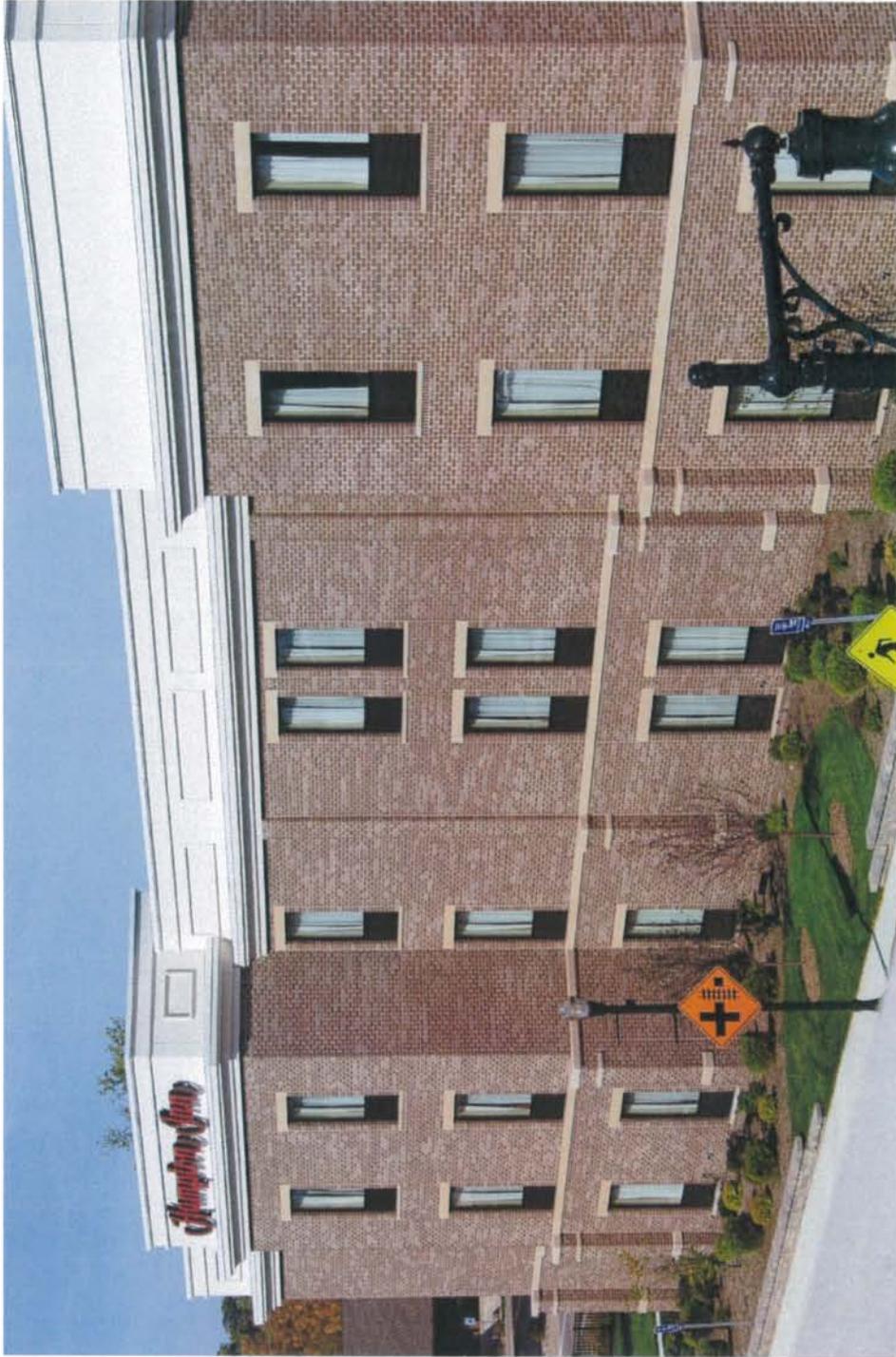
DODGE STREET ELEVATION

The Original Concept Provided to the City 2009



Burlington Hampton

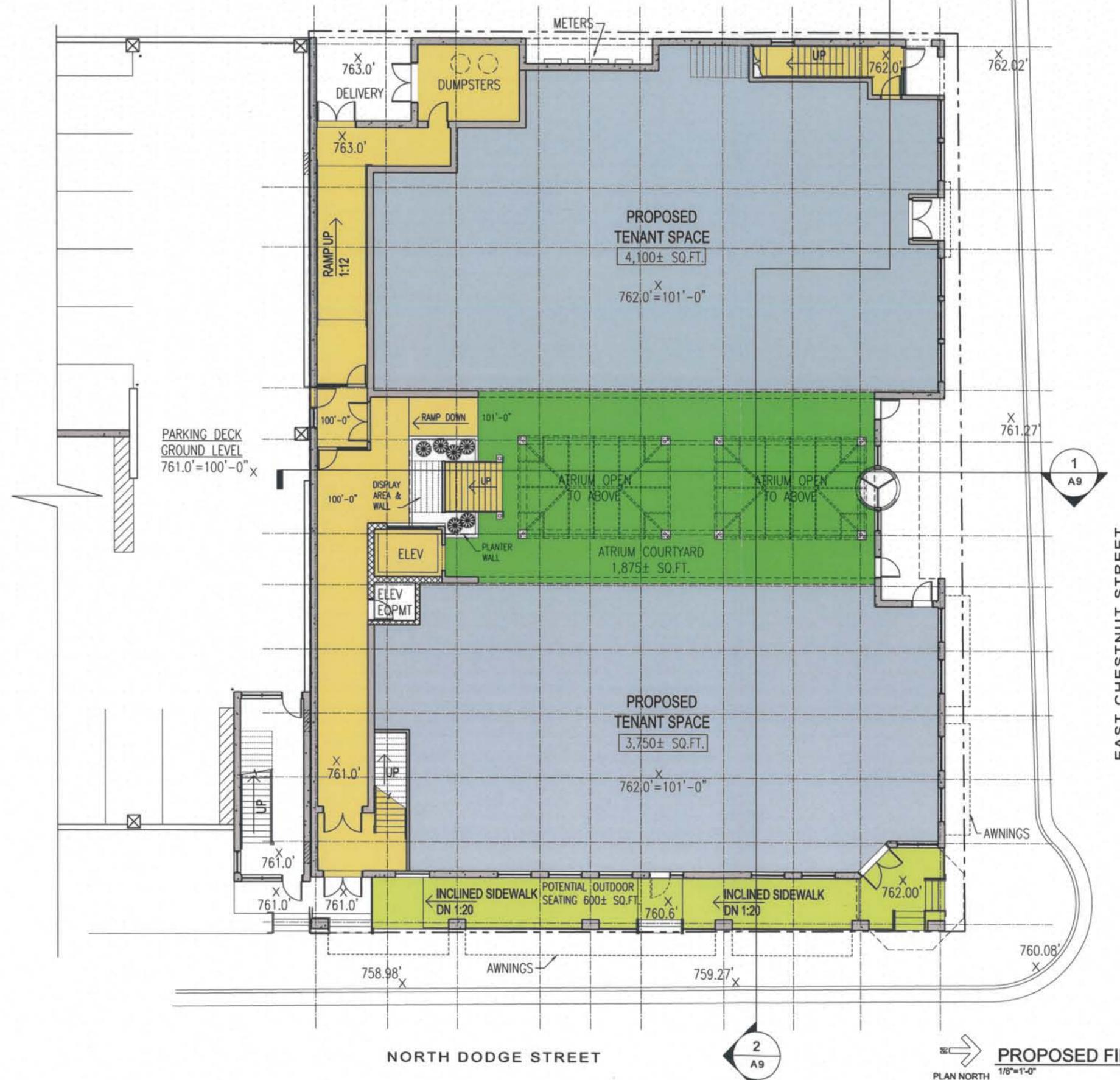
2011



Burlington Parking Garage

2011





KEY	
	- LEASED PRIVATE SPACE
	- SHARED COMMON ELEMENTS
	- LIMITED COMMON ELEMENT ATRIUM SPACE
	- LIMITED COMMON ELEMENT EXTERIOR ELEVATED WALKWAY

STELLING & ASSOCIATES
ARCHITECTS, LTD.
181 W. CHESTNUT STREET P.O. BOX 506
BURLINGTON, WI 53105
TELEPHONE: (262) 784-8729 FAX: (262) 784-1871

PROJECT DESCRIPTION
NEW COMMERCIAL BUILDING
BURLINGTON CORE UPGRADES II
DOWNTOWN BUILDING
N. DODGE STREET & E. CHESTNUT STREET
BURLINGTON, WI 53105

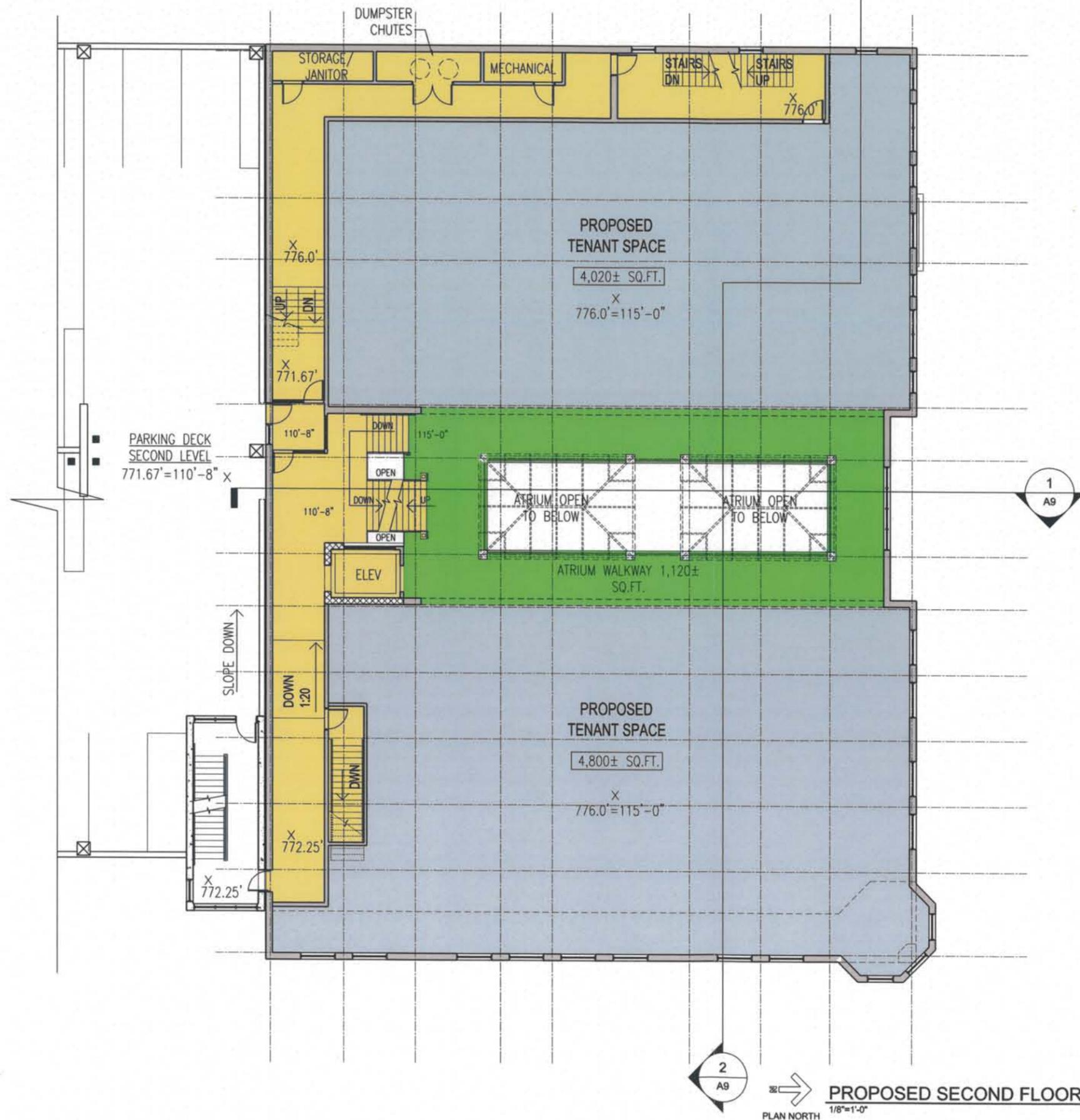
DRAWING DESCRIPTION
PROPOSED FIRST FLOOR
PLAN

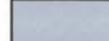
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APPROVED:
DRAWN BY: BH
DATE: 9-8-11
ARCHITECTS PROJECT NUMBER: 11012
SHEET NUMBER:

A4

PROPOSED FIRST FLOOR PLAN
1/8"=1'-0"



KEY	
	- LEASED PRIVATE SPACE
	- SHARED COMMON ELEMENTS
	- LIMITED COMMON ELEMENT ATRIUM SPACE

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BURLINGTON, WI 53105
TELEPHONE: (262) 763-8725 FAX: (262) 763-1871

PROJECT DESCRIPTION
NEW COMMERCIAL BUILDING
BURLINGTON CORE UPGRADES II
DOWNTOWN BUILDING
N. DODGE STREET & E. CHESTNUT STREET
BURLINGTON, WI 53105

DRAWING DESCRIPTION
PROPOSED SECOND FLOOR PLAN

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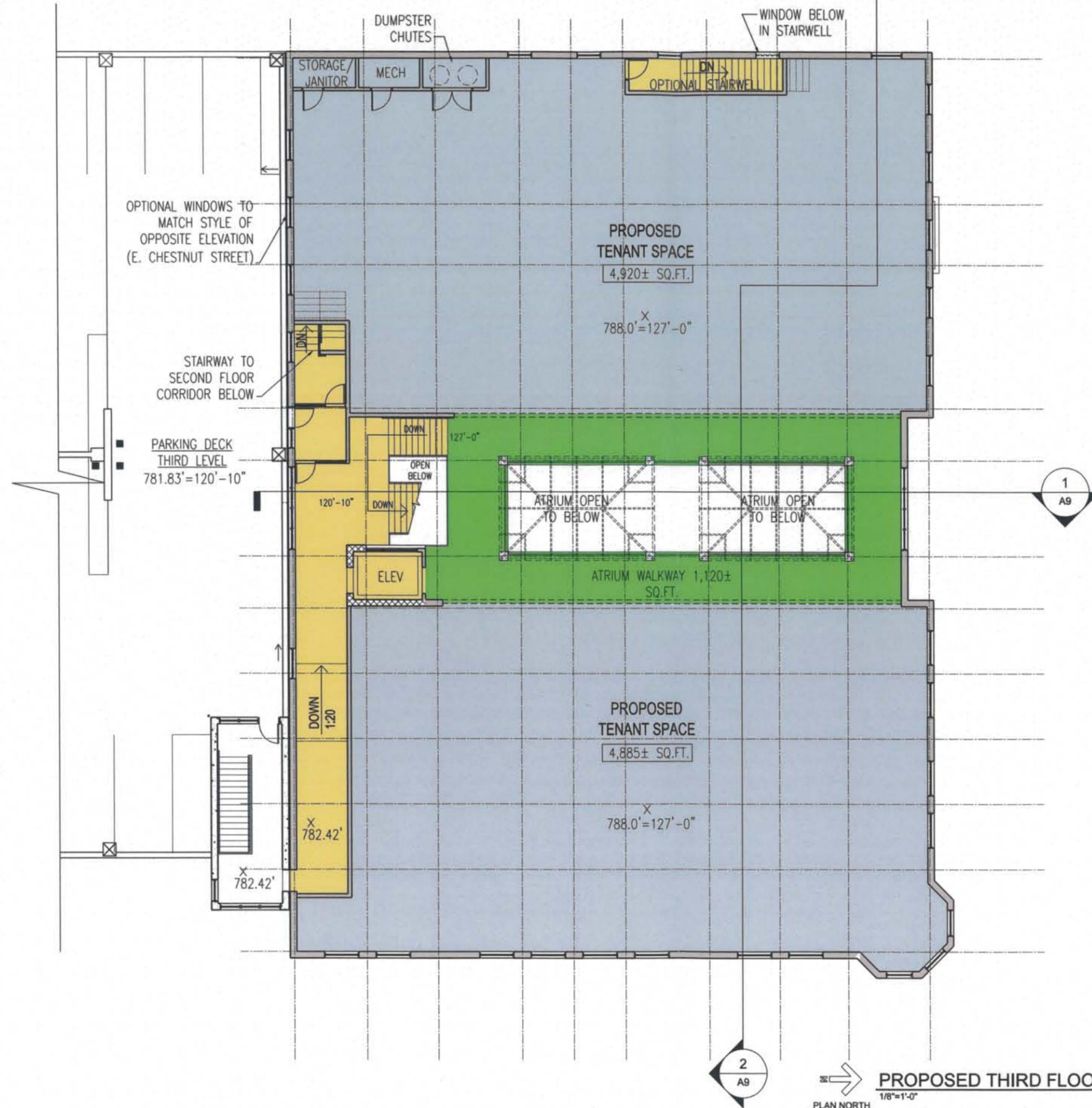
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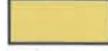
DATE: 9-6-11

ARCHITECTS PROJECT NUMBER: 11012

SHEET NUMBER:

A5



KEY	
	- LEASED PRIVATE SPACE
	- SHARED COMMON ELEMENTS
	- LIMITED COMMON ELEMENT ATRIUM SPACE


PROPOSED THIRD FLOOR PLAN
 1/8"=1'-0"
 PLAN NORTH

STELLING & ASSOCIATES ARCHITECTS, LTD.
 181 W. CHESTNUT STREET P.O. BOX 506
 BURLINGTON, WI 53105
 TELEPHONE: (262) 782-8725 FAX: (262) 782-1971

NEW COMMERCIAL BUILDING
BURLINGTON CORE UPGRADES II
DOWNTOWN BUILDING
 N. DODGE STREET & E. CHESTNUT STREET
 BURLINGTON, WI 53105

PROPOSED THIRD FLOOR PLAN

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DRAWN BY: BH
DATE: 9-6-11
ARCHITECTS PROJECT NUMBER: 11012
SHEET NUMBER:

A6



N. DODGE STREET ELEVATION
1/8"=1'-0"



E. CHESTNUT STREET ELEVATION
1/8"=1'-0"

**STELLING & ASSOCIATES
ARCHITECTS, LTD.**
181 W. CHESTNUT STREET P.O. BOX 506
BURLINGTON, WI 53105
TELEPHONE: (262) 783-9728 FAX: (262) 783-9871

PROJECT DESCRIPTION:
**NEW COMMERCIAL BUILDING
BURLINGTON CORE UPGRADES II
DOWNTOWN BUILDING**
N. DODGE STREET & W. CHESTNUT STREET
BURLINGTON, WI 53105

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APPROVED:

DRAWN BY:

BH

DATE:

4-20-11

ARCHITECT:

11012

Sheet Number:

A7



○ Exterior Building Rendering
NO SCALE

STELLING AND ASSOCIATES
ARCHITECTS, LTD.
1000 W. CENTER STREET
BURLINGTON, WI 53105
TEL: 608.735.1111
WWW.STELLINGARCHITECTS.COM

PROJECT LOCATION
NEW COMMERCIAL BUILDING
PROJECT TYPE
BURLINGTON DOWNTOWN
N. DODGE ST & E. CHESTNUT ST.
BURLINGTON, WI 53105

PROJECT DESCRIPTION
BUILDING RENDERING

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purposes.

REVISIONS

APPROVED
Checker

Drawn by
Author

DATE
12-3-15

ARCHITECT
PROJECT NUMBER 11012

PROJECT NUMBER
A500



2 Exterior Rendering
1/2" = 1'-0"



1 Section Rendering
1/2" = 1'-0"



3 Interior Commons Rendering
1/2" = 1'-0"

STELLING AND ASSOCIATES
ARCHITECTS, LTD.
ARCHITECTS
1000 WEST WISCONSIN AVENUE
BURLINGTON, WISCONSIN 53105
TEL: 781.333.1111 FAX: 781.333.1112

PROJECT LOCATION
NEW COMMERCIAL BUILDING
BURLINGTON DOWNTOWN
N. DODGE ST & E. CHESTNUT ST.
BURLINGTON, WI 53105

PROJECT DESCRIPTION
**INTERIOR AND EXTERIOR
RENDERINGS**

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REVISIONS
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DATE
12-3-15
PROJECT
NUMBER 11012

A501



Burlington Core Upgrades II

Three Story Option

Preliminary – Area Summary by Floor

First Floor: - Gross Floor Area	14,000 Sq. Ft
• Tenant Spaces	
○ West Tenant Space Gross Area	4,000 Sq. Ft.
○ East Tenant Space Gross Area	3,750 Sq. Ft.
○ Atrium Courtyard	1,875 Sq. Ft.
○ Outdoor Space (incline sidewalk)	<u>600 Sq. Ft.</u>
Total Rental Possibilities	10,225 Sq. Ft.
• Common Areas – Shared Common Elements	
○ Stairs and Elevator Areas	
○ Service Areas	
▪ Dumpster / Trash Chutes	
▪ Delivery	
○ Circulation Corridors and Entries	
Second Floor: - Gross Floor Area	14,000 Sq. Ft.
• Tenant Spaces	
○ West Tenant Space Gross Area	4,020 Sq. Ft.
○ East Tenant Space Gross Area	4,800 Sq. Ft.
○ Atrium Walkway (both sides total)	<u>1,120 Sq. Ft.</u>
Total Rental Area	9,940 Sq. Ft.
Total Floor Area	12,425 Sq. Ft.
• Common Areas – Shared Common Elements	
○ Stairs and Elevator Areas	
○ Service Areas	
▪ Trash Chute	
▪ Mechanical Spaces	
▪ Janitors / Storage	

Third Floor: - Gross Floor Area	14,000 Sq. Ft.
• Tenant Spaces	
○ West Tenant Space Gross Area	4,895 Sq. Ft.
○ East Tenant Space Gross Area	4,885 Sq. Ft.
○ Atrium Walkway (both sides total)	<u>1,120 Sq. Ft.</u>
Total Rental Area	10,900 Sq. Ft.
Total Floor Area	12,425 Sq. Ft.
• Common Areas – Shared Common Elements	
○ Stairs and Elevator Core	
○ Access to Parking Deck	



4 INTERIOR COMMONS
12" = 1'-0"



3 BUILDING RENDERING
12" = 1'-0"



2 E CHESTNUT ST.
12" = 1'-0"



1 N. DODGE ST.
12" = 1'-0"

STELLING AND ASSOCIATES
ARCHITECTS, LTD.
1000 W. MICHIGAN ST., SUITE 1000
ANN ARBOR, MI 48106-1500
TEL: 734.769.1000
WWW.STELLINGARCHITECTS.COM

NEW COMMERCIAL BUILDING
BURLINGTON DOWNTOWN
N. DODGE ST & E. CHESTNUT ST.
BURLINGTON, WI 53105

BUILDING RENDERING

PROGRESS DOCUMENTS
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REVISION
DATE
DRAWN BY
CDR
DATE
12-3-15
PROJECT NUMBER
11012
SHEET NUMBER
A500



① SECTION RENDERING
NO SCALE

STELLING AND ASSOCIATES
ARCHITECTS, LTD.
100 W. GARDEN STREET
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PROJECT INFORMATION
NEW COMMERCIAL BUILDING
BURLINGTON DOWNTOWN
N. DODGE ST & E. CHESTNUT ST.
BURLINGTON, WI 53105

PROJECT DESCRIPTION
SECTION RENDERING

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REVISIONS

APPROVED

DRAWN BY
CDR

DATE
12-3-15

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