



**AGENDA**  
**HISTORIC PRESERVATION COMMISSION**  
**THURSDAY, SEPTEMBER 22, 2016 at 7:30 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 July 28, 2016
5. Letters and Communications: None
6. Old Business:
  - A. A recommendation to the Common Council from Shad Branen of Keuper Mercantile (formerly Schuette-Daniels Furniture) for property located at 413 & 425 N. Pine Street for an extension of the Certificate of Appropriateness for up to one year. (The owner will be present to give just cause.)
  - B. A recommendation to the Common Council from Shad Branen of Keuper Mercantile (formerly Schuette-Daniels Furniture) for property located at 413 & 425 N. Pine Street for an extension of the Façade Grant Program for up to one year. (The owner will be present to give just cause.)
7. New Business:
  - A. A Certificate of Appropriateness application from James Hayes for property located at 597 N. Pine Street (Rugan's) to install and paint an electrical conduit on the side of the building, install a light fixture next to the side entrance door, install fresh air intake louvers and install lights above the entrance door.

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.



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

The meeting was called to order by Commissioner Darrel Eisenhardt at 7:45 pm. Commissioner Jeff Erickson; Commissioner Joel Weis; and Commissioner Kevin O'Brien were present. Chairman Tom Stelling; Alderman Tom Preusker; and Commissioner Maria Veronico were excused.

**CITIZEN COMMENTS**

None

**APPROVAL OF MINUTES**

Commissioner Erickson moved, and Commissioner Weis seconded to approve the minutes of May 26, 2016 and June 1, 2016. All were in favor and the motion carried.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

**A. A motion to rescind the façade grant in the amount of \$5,000 to Raw Salon & Spa located at 332 N. Pine Street.**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner Weis seconded to rescind the façade grant amount of \$5,000.
- All were in favor and the motion carried.

**NEW BUSINESS**

**A. A Façade Grant application from Steve Madey for property located at 564 N. Pine Street (Uncle Steve's Garage) 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.**

- Commissioner Eisenhardt introduced and opened this item for discussion.

- Commissioner Erickson verified that Steve Madey, owner, understood and agreed with the conditions from Mark Roffers' memorandum. Commissioner Weis questioned if the awning is being removed completely. Mr. Madey explained the awning that hangs over his building will be trimmed back and the existing overhead garage door in the rear will function as a walk-thru door and an overhead garage door.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to recommend approving the repairs of the façade and replacement of windows and doors, subject to Mark Roffers' May 18, 2016 memorandum.
- Commissioner Erickson amended his motion to approve \$3,025 for the Façade Grant since the Certificate of Appropriateness was approved at the May 26, 2016 meeting and Commissioner O'Brien seconded.
- Roll call: Commissioner Joel Weis; Commissioner Kevin O' Brien; Commissioner Jeff Erickson; Commissioner Darrel Eisenhardt.
- All were in favor and the motion carried.

**B. A Certificate of Appropriateness application from Paul Schroeder for property located at 348 N. Pine Street (Ide Fine Jewelry) to install five new double hung windows, repaint the trim around the windows and doors and repair the damaged concrete.**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner O'Brien moved, and Commissioner Erickson seconded to recommend approval of the Certificate of Appropriateness to install five windows, paint and repair damaged concrete, subject to Graef's memorandum.
- All were in favor and the motion carried.

**C. A Façade Grant application from Paul Schroeder for property at 348 N. Pine Street (Ide Fine Jewelry) to install five new double hung windows, repaint the trim around the windows and doors and repair the damaged concrete.**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.

- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve a Façade Grant application in the amount of \$1,975.
- Roll call: Commissioner Joel Weis; Commissioner Kevin O' Brien; Commissioner Jeff Erickson; Commissioner Darrel Eisenhardt.
- All were in favor and the motion carried.

**D. A Certificate of Appropriateness application from Summer Street for property located at 452 N. Pine Street (Musicology) to install a storefront awning and six window awnings, paint trim and window trims, remove planter box and place tile in entryway.**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Erickson stated according to Graef's memorandum the color for the trim and awnings were mahogany not red. Mr. Drouin stated it is more of a red color, but mahogany was the closest color on the color chart. Commissioner Weis stated the awnings will be a nice improvement to the building since the façade is so flat currently, it will give it some dimension. Commissioner O'Brien stated the awnings will provide shade for the apartments.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner Weis seconded to recommend approval of the Certificate of Appropriateness to install the awnings, paint, remove planter box and tile the entryway, subject to Graef's memorandum.
- All were in favor and the motion carried.

**E. A Sign Permit application from Joel Drouin for property located at 452 N. Pine Street (Musicology) to install signage placed on the storefront awning.**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Joel Drouin stated the logo will be white on a red awning with the small words written in orange.
- There were no further comments.
- Commissioner Weis moved, and Commissioner Erickson seconded to approve a Sign Permit to install signage placed on the awning.
- All were in favor and the motion carried.

**F. A motion to allow Bike Burlington to install a bicycle rack in Wehmhoff Square Park.**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Madonna Carr of Bike Burlington, stated the color of the bicycle rack is Bruster Brown and will be located next to the entrance of the park along the sidewalk. Commissioner Eisenhardt stated that the Park Board approved the bicycle rack and the Department of Public Works Director and Ms. Carr will determine the safest and most convenient location in the park.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Erickson seconded to approve the installation of the bicycle rack in Wehmhoff Square.
- All were in favor and the motion carried.

**DISCUSSION ITEMS**

**A. Review of Façade Grant Funding Status.**

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated the \$5,000 was rescinded and disbursed again at tonight's meeting between two businesses.
- There were no further comments.

**ADJOURNMENT**

Commissioner Erickson moved, and Commissioner Weis seconded to adjourn the meeting at 8:05 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

|   |   |
|---|---|
| <b>Historic Preservation Commission Item: 7A</b>        | <b>Date:</b> September 22 <sup>nd</sup> , 2016                        |
| <b>Submitted By:</b> Gregory Guidry, Building Inspector | <b>Subject:</b> Certificate of Appropriateness for 597 N. Pine Street |

**Details:**

James Hayes of Rugan's is requesting approval of a Certificate of Appropriateness located at 597 N. Pine Street. The proposed project consists of:

- The installation of an electrical pipe running down the side of the building for safety of the public as well as to paint the electrical pipe same as the brick.
- The installation of a light next to the side door on Milwaukee Avenue.
- The installation of heating, ventilation and air conditioning fresh air intake louvers in the window opening and paint to match the color of the existing windows on Milwaukee Avenue side.
- The installation of lights above the signage by the entrance door at the corner of N. Pine Street and Milwaukee Avenue.

It should be noted that the owner has already completed the work listed above without realizing approval was necessary from the Historic Preservation Commission. To have lighting by each door is a State requirement for safety. The owner plans to add a Shrouding Baffle to the side light to limit its glare. The lighting above the signage can be adjusted in the placement and with a lower wattage.

Gregory Guidry, Building Inspector, recommends approval of this request, subject to conditions listed in his September 15, 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 September 22, 2016 Historic Preservation Commission meeting and be placed on the October 4, 2016 Committee of the Whole and Common Council meetings for consideration.



## CITY OF BURLINGTON

**Building & Zoning Department**  
300 N. Pine Street, Burlington, WI 53105  
(262) 342-1163 – (262) 763-3474 fax  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

September 15, 2016

TO: Mayor Hefty  
Historic Preservation Commissioners  
Carina Walters, City Administrator  
Rugan's

FROM: Gregory Guidry, Zoning Administrator

RE: Certificate of Appropriateness from Rugan's for the property located at 597 N. Pine Street

Items submitted for review include the following:

- A) Certificate of Appropriateness Application, dated September 9, 2016
- B) Photos of work completed
- C) Ordinance for illumination of signs

- Rugan's have electrical pipes that run down the side of the building for the new electrical service to meet the national electrical code. Multiple buildings located in the downtown area, such as 925 Milwaukee Avenue, have the same pipes over the wires and have painted them to blend in with the brick of the building. The piping is in an acceptable location and is highly recommended for the pipes to be painted to match the brick.
- All exterior doors are required to have lighting per State code. The maximum lighting is 2 foot candles at the property line per local ordinance. The light located on the side of the building, currently installed, is a very low wattage (40 watt). If this low wattage is a nuisance to surrounding businesses, it is recommended a shield be placed to limit its glare.
- The heating, ventilation, and air conditioning make-up air grill was installed in a window opening. There are two other buildings with a make-up grill in the wall in the downtown area. The building inspector did some investigating into relocating these grills and found that due to the pre-existing equipment on the roof and the codes pertaining to separation for make-up air to exhaust air, there was no other practical way to adhere to the Historic Preservation requirement. In the downtown area, there are numerous buildings on the 2<sup>nd</sup> and 3<sup>rd</sup> floor living units that have air conditioning units or box fans in the windows. The owner of Rugan's shall be required to paint these louvers to match the façade as best as possible.
- The original Certificate of Appropriateness for the sign stated that there will be no illumination for the sign. However, the illumination of a sign is permitted per City Ordinance 315-70 E and 315-74 D, but shall be relocated and shielded not to shine or be a nuisance to surrounding properties.

Therefore, I recommend the Historic Preservation Commission to approve the electrical pipe, louvers and lighting as presented.

Zoning Administrator,



Gregory Guidry

- B. Clearance of a projecting sign. The clearance of a projecting sign shall be measured from the base of the sign face area to the ground below.
- C. Height of a wall sign. The height of a wall sign shall be measured from the grade level of the base of the building below the sign to the top of the sign area. The top of the sign shall be no higher than the maximum permitted building height.

### § 315-70. Sign lighting and illumination; electronic signs.

#### [Amended 4-2-2008 by Ord. No. 1855(27)]

Permitted methods of sign lighting and illumination are as follows:

- A. General. The sign has neither an internal light nor an external light source which is intended to specifically light that sign. Rather, the sign depends on the general lighting of the area (i.e., parking lot, street, or pedestrian area lighting) for illumination.
- B. Internal illuminated message. The sign is made of metal, wood, or other material that is not translucent, and the message is cut out of the material and replaced with translucent material. The sign's light source is located inside the sign.
- C. Internal illuminated sign. The sign face is made of translucent material with internal light source.
- D. Backlighting. The message is raised beyond the sign's background and the lighting illuminates the sign from behind in the form of backlighting.
- E. Shielded spotlight. The sign is lighted by spotlights specifically directed at it. The spotlights are fully shielded so that they are not visible from streets or adjoining property. Any spotlights permitted to illuminate signs shall be shielded such that their light source cannot be seen from adjoining roads.
- F. Electronic signs. Electronic signs meeting the requirements of this subsection are permitted only in the B-1, B-2, and B2A Zoning Districts and as a conditional use in the I-1 Zoning District..

#### [Amended 8-4-2009 by Ord. No. 1887(8); 8-17-2010 by Ord. No. 1906(9)]

- (1) Electronic signs that display the time or temperature or alternate between the time and temperature may be affixed to buildings pursuant to the provisions of this chapter.
- (2) Electronic signs that display messages in addition to or other than the time or temperature must be freestanding or monument signs meeting the requirements of this chapter. The display message area shall be a maximum of 25% of the entire sign area.
- (3) The display on an electronic sign shall meet the following requirements:
  - (a) The sign shall have installed ambient light monitors and shall at all times allow such monitors to automatically adjust the brightness level of the electronic sign based on ambient light conditions.
  - (b) Illumination from the sign shall not exceed 2.0 footcandles as measured at any point along the property boundary line. The maximum brightness level for the electronic sign shall not be obtrusive (as determined by the Zoning Administrator) to surrounding and abutting properties or the neighborhood, and at no time shall the sign be operated at a brightness level greater than the manufacturer's recommended levels.
  - (c) The display of the sign shall not change more rapidly than once every five seconds.
  - (d) The display of the sign shall not, or shall not appear to, flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights; and the

## § 315-73. Detailed sign regulations by sign type.

A. Development signs. The following regulations apply to all development signs placed in the City of Burlington:

- (1) All development signs shall be freestanding signs.
- (2) Residential development signs shall only provide the name of the subdivision or condominium development.
- (3) A development sign shall contain the name of the development and shall not have any individual store names or similar features contained on it or attached to it.
- (4) Lighting of a development sign may be provided by internal lighting, backlighting, the general lighting of the sign area, or by shielded spotlights.

B. Temporary signs. Temporary signs must conform to all regulations of this section.

- (1) Election campaign signs. Temporary signs advertising political parties or candidates for election may be erected or displayed and maintained, provided that said signs meet all State of Wisconsin statutory requirements.
- (2) Real estate signs.
  - (a) Only one real estate sign may be located adjacent to each separate street frontage of a lot. Signs shall be located entirely within the property to which the signs apply; they shall not be directly illuminated. Real estate signs shall be removed within 15 days after a deed has been recorded for the sale or a lease signed for the rental or lease of the property. Real estate signs shall not exceed the following maximum area requirements:

[1] For the TN-R, Rm-1, Rm-2, Rm-3, B-1, B-2, B-2A, B-3, M-1, M-2, M-3, M-4, Q-1, I-1, P-1 and PUD Zoning Districts: 32 square feet.

**[Amended 12-7-1999 by Ord. No. 1611(13); 8-5-2003 by Ord. No. 1729(9); 11-9-2006 by Ord. No. 1812(16)]**

[2] For all other districts: four square feet for individual lots and 64 square feet for subdivisions and condominium projects.

- (b) No real estate sign shall be nearer than 10 feet to the property line if placed upon vacant property, and if placed on land improved by a building it shall not be placed nearer than five feet to any property line or public street right-of-way line unless the building is less than five feet from the property line or public street right-of-way line, in which case it may be placed in or upon a front or side door or window of the building. If there is a wall upon the property line, then such sign may be placed on or against such wall.
  - (3) Construction signs. Temporary construction signs denoting the architect, broker, developer, engineer, contractor, or financial institution financing the project and applicable phone numbers are not to exceed 32 square feet in area and are not to be placed longer than the duration of the construction period. Construction signs shall not be illuminated.

## § 315-74. Signs in HPO Historic Preservation Overlay District.

**[Added 10-5-1999 by Ord. No. 1607(11)]**

**D. Illumination of signs.** No internally illuminated signs, including but not limited to electronic message signs, shall be installed in the HPO Historic Preservation Overlay District. If signs are illuminated, said signs shall be externally illuminated and subject to the provisions of § 315-70E of this chapter. Nonflashing, illuminated neon signs shall be permitted in the HPO Historic Preservation Overlay District.

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: James Hayes - RUGAN'S
  3. Contact Name: James Hayes
  4. Name of Tenant: RUGAN'S
  5. Name of Business: RUGAN'S
  6. What is (are) the existing use(s) of the building? Restaurant
  7. Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_
  8. E-Mail Address: jrHayes@rugans.com
  9. Project Address: 597 N. Pine St., 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: STELLING & ASSOCIATES ARCHITECTS
- 
14. Date of submittal of plans: ADDITION INFORMATION ELECTRIC & HVAC
  15. Scale of drawings noted on each drawing: SEE PHOTO'S
  16. Building type, size and location: 597 NORTH PINE STREET
  17. Height of building: EXISTING
  18. Exterior material samples to be provided: SEE PHOTO'S

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

19. Proposed Start Date: \_\_\_\_\_
20. Proposed Completion Date: \_\_\_\_\_

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.**

SEE PHOTO'S AS REQUESTED:  
BY BUILDING INSPECTOR

Property Owner

James Hayes  
Print

Signature

Date

- 1. ELECTRIC CONDUIT (PAINT TO MATCH BRICK)
- 2. MILWAUKEE AVE EXIT LIGHT (SHROUD)
- 3. HVAC INTAKE LOUVER (PAINT TO MATCH WINDOW)
- 4. SIGNAGE LIGHTING

8-30-16

Applicant

THOMAS STELLING  
Print

Signature

Date

Thomas E Stelling

9-9-16

- 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.

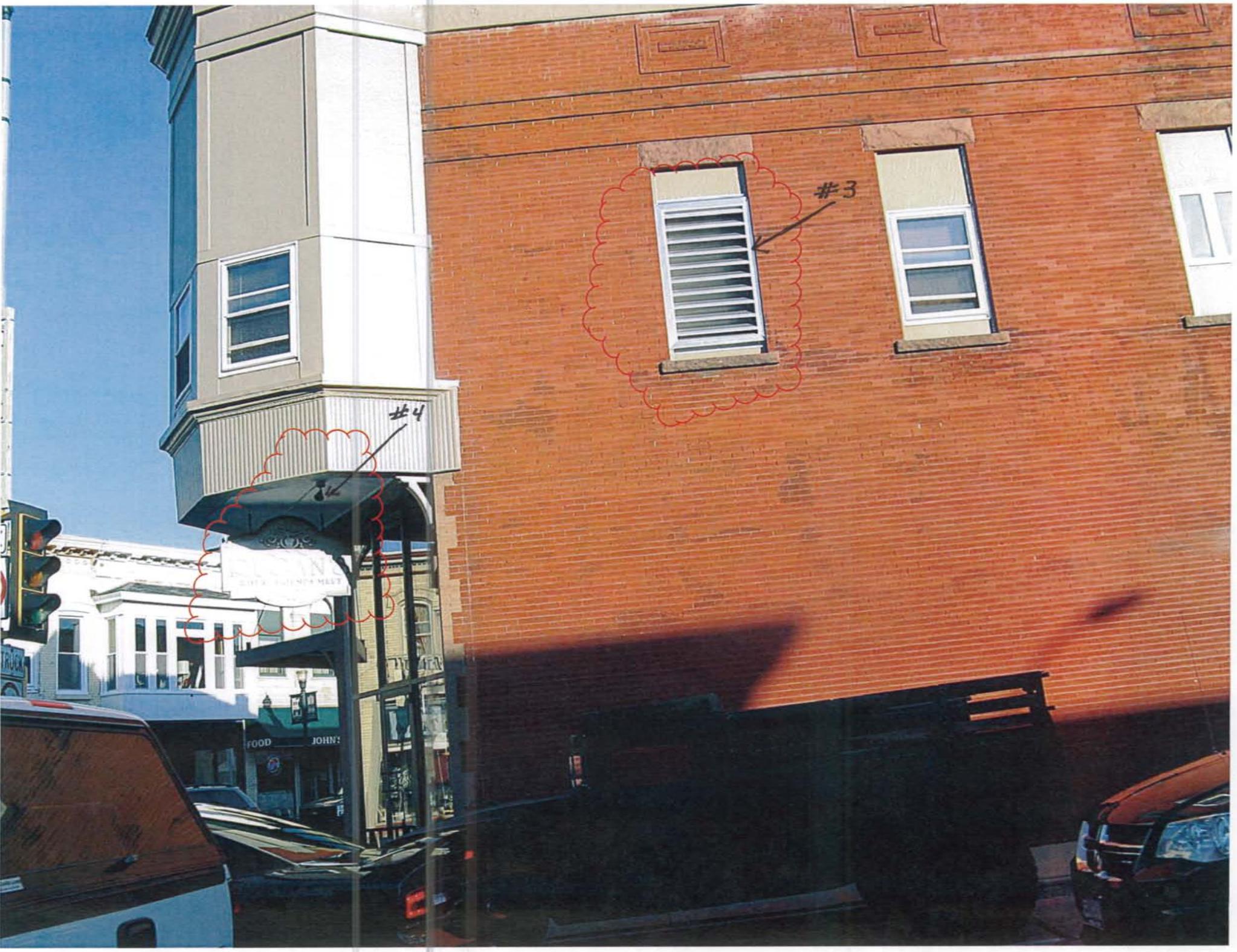
THANK YOU FOR YOUR COOPERATION!



#1

#2

524



#3

#4

CITY'S SCIENCE MUSEUM

FOOD JOHN'S

#4

RUGAN'S  
WHERE FRIENDS MEET

SEUM

TEACHER PLACE &  
PARENT RESOURCES

TOY  
HOT

LOGIC  
PUZZLE  
MUSEUM





**CITY OF BURLINGTON**

**Administration Department**  
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www.burlington-wi.gov

|   |                                      |
|---|--------------------------------------|
| <b>Historic Preservation Commission Item: 8A</b>                        | <b>Date: September 22, 2016</b>      |
| <b>Submitted By: Megan Watkins, Director of Administrative Services</b> | <b>Subject: Façade Grant Funding</b> |

**Details:**

Attached please find the Façade Grant Funding report for Round 6 dated September 15<sup>th</sup>, 2016 with \$10,000 obligated funds, with two projects completed. Round 5 with \$14,368.62 obligated funds, attached for your convenience, continues to have five projects currently under construction.

**Executive Action:**

This item is for discussion only at the September 22, 2016 Historic Preservation Commission meeting.

**Burlington HPC - Façade Grant Funding, Round #6 \$20,000**

| Applicant Name/Company                      | Property Address               | Total Improvement Amount Proposed | Grant Amount Approved for Funding | Notes | Approved Date | Funded  | Amount Funded | (Proposed) Funding Date |
|---|--------------------------------|-----------------------------------|-----------------------------------|-------|---------------|---------|---------------|-------------------------|
| Nicole Hayes - Rugan's                      | 597 N. Pine (Pine Street Side) | \$13,400.00                       | \$5,000.00                        |       | 3/24/2016     | Yes     | \$ 5,000.00   | 8/30/2016               |
| Nicole Hayes - Rugan's                      | 597 N. Pine (Milw. Ave. Side)  | \$12,691.00                       | \$5,000.00                        |       | 3/24/2016     | Yes     | \$ 5,000.00   | 8/30/2016               |
| Michelle Peterson - MPC Property Management | 120 E. Chestnut Street         | \$15,419.21                       | \$5,000.00                        |       | 3/24/2016     | Pending | Pending       | Pending                 |
| Jonathan Thorngate - LifeBridge             | 457 Milwaukee Avenue           | \$60,000.00                       | \$5,000.00                        |       | 3/24/2016     | Pending | Pending       | Pending                 |
|   |                                |                                   |                                   |       |               |         |               |                         |
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|---|--------------------|
| <b>Total Disbursed:</b>                       | <b>\$10,000.00</b> |
| <b>Obligated Funds:</b>                       | <b>\$10,000.00</b> |
| <b>Actual Balance Remaining:</b>              |                    |
| \$20,000 Less Total Disbursed and Obligated = | <b>\$10,000.00</b> |

Updated: 9/15/2016

NOTES:  
(a)Total Round 6 funding includes: \$20,000 allotment (2016)

