



AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, DECEMBER 22, 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
Kevin O'Brien

1. Call to order
2. Roll Call
3. Citizen Comments
4. Approval of minutes of October 27, 2016
5. Letters and Communications: None
6. Old Business: None
7. New Business:
 - A. A Certificate of Appropriateness application from Michael Raboine for property located at 615 N. Pine Street to install three new vinyl signs on the storefront windows and door.
 - B. A Sign Permit application from Michael Raboine for property located at 615 N. Pine Street to install three new vinyl signs on the storefront windows and door.
 - C. A Certificate of Appropriateness application from Michelle Petersen for property located at 120 E. Chestnut Street to install three new vinyl signs on the storefront windows and door.
 - D. A Sign Permit application from Michelle Petersen for property located at 120 E. Chestnut Street to install three new vinyl signs on the storefront windows and 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, October 27, 2016**

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

CITIZEN COMMENTS

Judith Schulz, 533 Milwaukee Avenue, stated she would like the minutes from September 22, 2016 to be corrected to also mention that letters used to be placed on the outside of the windows, not just the inside of the windows in the Historic District. Ms. Schulz stated the Sign Application Form does not specify "outside" like the Sign Ordinance Chapter 315-74 does. Ms. Schulz commented there is a Revitalization Committee that she is involved in and brought in a checklist for review to help with the step-by-step process to improve the façade of the historic buildings. Ms. Schulz questioned if the City kept track of accomplishments that have been completed over the years. Chairman Stelling responded that the City sends reports to Joe DeRose of Wisconsin Historical Society yearly. Ms. Schulz also stated the Historic Preservation Commission should approve any alterations to the exterior of a building prior to any work be completed, since Ordinance 315-42 from 1999 stated no alterations shall be made without approval.

APPROVAL OF MINUTES

Commissioner Erickson moved, and Commissioner Veronico seconded to approve the minutes of September 22, 2016. All were in favor and the motion carried.

Commissioner Erickson moved, and Commissioner Eisenhardt seconded to approve the minutes of October 20, 2016. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. A Certificate of Appropriateness application from David Flitcroft for property located at 580-588 N. Pine Street to install new siding, windows and a back door.

- Chairman Stelling introduced and recused himself.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, stated he would like to correct his report for it to read “the stairs are in the process of being completed” instead of “already completed”. Mr. Guidry stated the stairs were so dilapidated, he condemned the use of the stairs on the spot. Mr. Guidry explained that David Flitcroft, owner, has agreed to do a face lift for the siding with a Smart Panel, doors and windows. Commissioner Eisenhardt questioned if the vines would be removed. Mr. Flitcroft replied some of them have been removed, also the lower stairs with the door are in good condition and do not need repairing. Mr. Guidry stated the colors are from a historic color chart.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O’Brien seconded to recommend approving the Certificate of Appropriateness to install new siding, windows and a back door, subject to Gregory Guidry’s October 20, 2016 memorandum.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated that no funds were remaining for 2016, until possibly 2017. Mr. Stelling stated the City hired a company (Safe Built) for maintenance and code reinforcement from complaints ranging from junk in the yard, lawns not being cut or houses falling apart.
- There were no further comments.

ADJOURNMENT

Commissioner Eisenhardt moved, and Commissioner Erickson seconded to adjourn the meeting at 6:58 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



CITY OF BURLINGTON

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

Historic Preservation Commission Item: 7A	Date: December 22, 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 615 N. Pine Street

Details:

Michael Raboine of Guaranteed Rate is requesting approval of a Certificate of Appropriateness located at 615 N. Pine Street. The proposed project consists of:

- The installation of three (3) new vinyl signs with phone numbers on the storefront windows and door. The vinyl signage and lettering will be white with a red arrow, which is the logo. The letters on the right side of the window measure 10 inches in height, on the left side measure 8 inches in height and also covers less than 30% of the window.

Gregory Guidry, Building Inspector, recommends approval of this request, subject to conditions listed in his November 4, 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 December 22, 2016 Historic Preservation Commission meeting.



CITY OF BURLINGTON

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

To: City of Burlington Historic Preservation Commission
From: Gregory Guidry, Building Inspector & Zoning Administrator
Date: November 4, 2016
Re: Certificate of Appropriateness and Sign Permit Application, 615 N. Pine Street

Desired Outcome: Installation of new vinyl sign on the storefront windows and door

Location: Building at 615 N. Pine Street, serving Guaranteed Rate mortgage

Summary: Guaranteed Rate is a franchise business wanting to install 3 new vinyl signs with phone numbers on the storefront windows and door. The vinyl signage and lettering will be white with a red arrow. These signs and colors are franchise requirements and meet the Historical District colors. The letters and signs are within the maximum allowed size per the Historical District requirements.

Recommendation: I recommend that the Historic Preservation Commission approve the submitted Certificate of Appropriateness and Sign Permit application for 615 N. Pine Street, subject to the following conditions:

1. All work shall be per the application materials submitted on 10/26/2016.
2. The applicant shall obtain a sign permit for the work.
3. 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	Not Yet	Will be required prior to sign installation
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	
(3) Projecting and Hanging Signs	NA	
(4) Illumination of Signs	NA	Applicant proposes no additional lighting.
(5) Limitations on types of window signs 315-74 (4)	Met	Applicant proposes 3 new signs for this new business in the storefront windows and door. Window signs are exempt from the 3 maximum signs allowed per business
(6) Signage Color	Met	This is a franchise sign logo which is exempt from the HPC restrictions. Sign is a simple white lettering with a simple red arrow graphic. I feel that it satisfies the intent of the ordinance.
(7) Sign Letter and overall size 315-74 (3)	Met	The lettering is less than the 12 inch maximum size and 30% coverage.

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)	NA	

BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES

Design Issues (pg. 14-15)	Met	
Maintenance and Repair (pg. 10-13)	NA	
Lighting (pg. 15-16)	NA	
Screening (pg. 16)	NA	
Pedestrian Access (pg. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (pg. 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: MICHAEL RABOINE
3. Contact Name: _____
4. Name of Tenant: _____
5. Name of Business: GUARANTEED RATE
6. What is (are) the existing use(s) of the building? OFFICE SPACE
7. Telephone Number: 262-758-2073 Facsimile Number: 872-808-1103
8. E-Mail Address: mraboine@gmair.com
9. Project Address: 615 N PINE ST, Burlington, WI
10. Mailing Address: SAME
11. Does the applicant own the project building? Yes No
12. If no, please list owner's name and address: OLD NEIGHBORHOOD LLC
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: _____
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: ASAP
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.

Property Owner

Old Neighborhood, LLC
Print

Signature

Bruce M. Bignardi
owner
Date

10/26/16

Applicant

MICHAEL RABSONE
Print

Signature

Date

10/26/16

- 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!



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: December 22, 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Sign Permit for 615 N. Pine Street

Details:

Michael Raboine of Guaranteed Rate is requesting approval of a Certificate of Appropriateness located at 615 N. Pine Street. The proposed project consists of:

- The installation of three (3) new vinyl signs with phone numbers on the storefront windows and door. The vinyl signage and lettering will be white with a red arrow, which is the logo. The letters on the right side of the window measure 10 inches in height, on the left side measure 8 inches in height and also covers less than 30% of the window.

Gregory Guidry, Building Inspector, recommends approval of this request, subject to conditions listed in his November 4, 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 December 22, 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) 615 N PINE STREET	Applicant Name(s): MIKE RABONE GUARANTEED RATE
Property Owner Name: OLD NEIGHBORHOOD LLC BRUNO RIZZO	Applicant Mailing Address: 615 N. PINE STREET STE 101 BURLINGTON VT 53105
Property Owner Telephone Number:	Applicant Telephone Number: 262-758-2073
Property Owner Fax Number:	Applicant Fax Number: 262-872-808-1103
Sign Contractor TS SIGNS + DESIGNS	Sign Contractor Mailing Address 216 N. MILWAUKEE ST. WATERFORD VT

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 façade 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.

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

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

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

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

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

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

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

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

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

4. Illumination of Signs

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

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

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

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

5. Limitation of Types of Window Signs

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

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

6. Signage Color

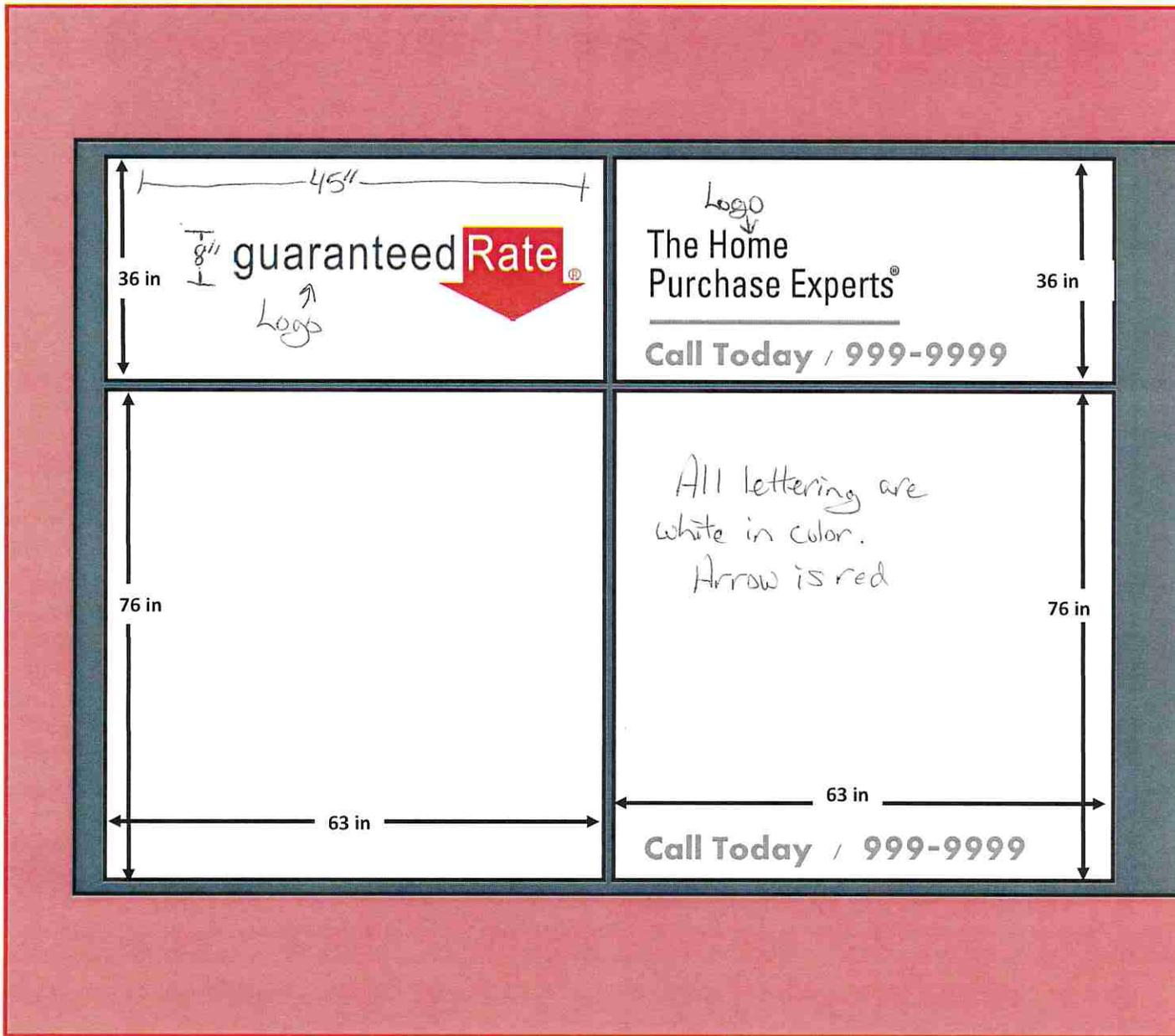
All signage shall be of a color, which is compatible with the color of the building construction materials found in the HPO District.

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

Created on 06/07/2000 10:51 AM



Store Front (Right Side) —615 N Pine Street, Burlington Wi



Store Front (Left Side) —615 N Pine Street, Burlington Wi

615

Office Space For Lease

262-865-4152

FOR RENT Cliff Canovi
(262) 865-4152



TO NORTH
36
TO SOUTH
36

Office Space For Lease
262-854-4152

U
Un
of

7
The U.S. Postal Service
has a new stamp to help
you save money.

Free Concert Schedule 2016
2016 Sponsors
Sunheimer
Lambert



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: December 22, 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 120 E. Chestnut Street

Details:

Michelle Petersen of MPC Property Management is requesting approval of a Certificate of Appropriateness located at 120 E. Chestnut Street. The proposed project consists of:

- The installation of three (3) new vinyl signs and a phone number on the storefront windows and door. The vinyl signage and lettering will be white in color. The phone number on the right side of the window measures 26 inches wide by 3 inches high, the logo and signage on the left side window measures 44 inches wide by 14 inches high with the letters less than the 12 inches maximum allowed and also covers less than 30% of the window.

Gregory Guidry, Building Inspector, recommends approval of this request, subject to conditions listed in his November 4, 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 December 22, 2016 Historic Preservation Commission meeting.



CITY OF BURLINGTON

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

To: City of Burlington Historic Preservation Commission
From: Gregory Guidry, Building Inspector & Zoning Administrator
Date: November 4, 2016
Re: Certificate of Appropriateness and Sign Permit Application, 120 E. Chestnut Street

Desired Outcome: Installation of new vinyl sign on the storefront windows and door

Location: Building at 120 E. Chestnut Street, serving MPC Property Management

Summary: MPC is wanting to install 3 new vinyl signs with phone numbers on the storefront windows and door. These new signs will be the same as their other location across the street at 109 E. Chestnut Street. The vinyl signage and lettering will be white in color. These signs and colors meet the Historical District colors. The letters and sign are within the maximum allowed size per the Historical District requirements.

Recommendation: I recommend that the Historic Preservation Commission approve the submitted Certificate of Appropriateness and Sign Permit application for 615 N. Pine Street, subject to the following conditions:

1. All work shall be per the application materials submitted on 10/26/2016.
2. The applicant shall obtain a sign permit for the work.
3. 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	Not Yet	Will be required prior to sign installation
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	
(3) Projecting and Hanging Signs	NA	
(4) Illumination of Signs	NA	Applicant proposes no additional lighting.
(5) Limitations on types of window signs 315-74 (4)	Met	Applicant proposes 3 new signs for this new business in the storefront windows and door. Window signs are exempt from the 3 maximum signs allowed per business
(6) Signage Color	Met	Sign is a simple white lettering. I feel that it satisfies the intent of the ordinance.
(7) Sign Letter and overall size 315-74 (3)	Met	The lettering is less than the 12 inch maximum size and 30% coverage.

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)	NA	

BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES

Design Issues (pg. 14-15)	Met	
Maintenance and Repair (pg. 10-13)	NA	
Lighting (pg. 15-16)	NA	
Screening (pg. 16)	NA	
Pedestrian Access (pg. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (pg. 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: HPC PROPERTY MANAGEMENT
3. Contact Name: MICHELLE PETERSON
4. Name of Tenant: N/A
5. Name of Business: HPC PROPERTY MANAGEMENT
6. What is (are) the existing use(s) of the building? OFFICE
7. Telephone Number: 262-903-0548 Facsimile Number: _____
8. E-Mail Address: michelle@mpcom.com
9. Project Address: 120 E WALNUT ST, Burlington, WI
10. Mailing Address: 109 E WALNUT ST
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: N/A
14. Date of submittal of plans: 10/31/16
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: _____
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: ASAP
20. Proposed Completion Date: 12/1/16

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

MICHELLE PETERSEN
Print

[Signature]
Signature

10/31/16
Date

Applicant

MICHELLE PETERSEN
Print

[Signature]
Signature

10/31/16
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!



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: 7D	Date: December 22, 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Sign Permit for 120 E. Chestnut Street

Details:

Michelle Petersen of MPC Property Management is requesting approval of a Certificate of Appropriateness located at 120 E. Chestnut Street. The proposed project consists of:

- The installation of three (3) new vinyl signs and a phone number on the storefront windows and door. The vinyl signage and lettering will be white in color. The phone number on the right side of the window measures 26 inches wide by 3 inches high, the logo and signage on the left side window measures 44 inches wide by 14 inches high with the letters less than the 12 inches maximum allowed and also covers less than 30% of the window.

Gregory Guidry, Building Inspector, recommends approval of this request, subject to conditions listed in his November 4, 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 December 22, 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) 120 E CHESTNUT ST	Applicant Name(s): MPC PROPERTY MANAGEMENT
Property Owner Name: MICHELLE & BERNARD PETERSEN	Applicant Mailing Address: 109 E CHESTNUT STREET
Property Owner Telephone Number: 262-908-0548	Applicant Telephone Number: SALE
Property Owner Fax Number: 888-611-4191	Applicant Fax Number: SALE
Sign Contractor N/A	Sign Contractor Mailing Address N/A

I. 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.

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

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

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

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

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

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

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

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

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

4. Illumination of Signs.

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

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

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

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

5. Limitation of Types of Window Signs.

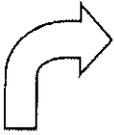
All window signs, including transom windows, shall be gilded, painted, vinyl, etched glass or leaded glass letters placed on the inside of storefront display windows. Product and/or company logo signs are allowed on the inside of storefront display windows.

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

6. Signage Color.

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

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

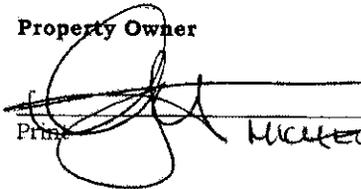


Please attach a **recent photograph** of the entire façade of the building upon which the sign is proposed to be placed (minimum size of 3 inches by 5 inches) and a drawing or other graphic display of the proposed signage (drawn to a known architectural or engineering scale and properly dimensioned).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

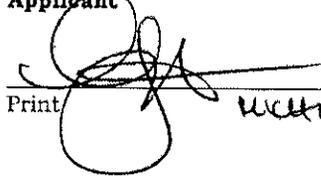
1. Proposed sign placement on the building with scaled dimensions indicating placement, distance extension from building and height of the sign relative to the abutting sidewalk (or surrounding grade if there isn't a sidewalk) for each sign proposed.
 Yes **No**
2. The actual building dimensions, height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


 Print: _____ Signature: **MICHELLE PETERS** Date: **10/31/16**

Applicant

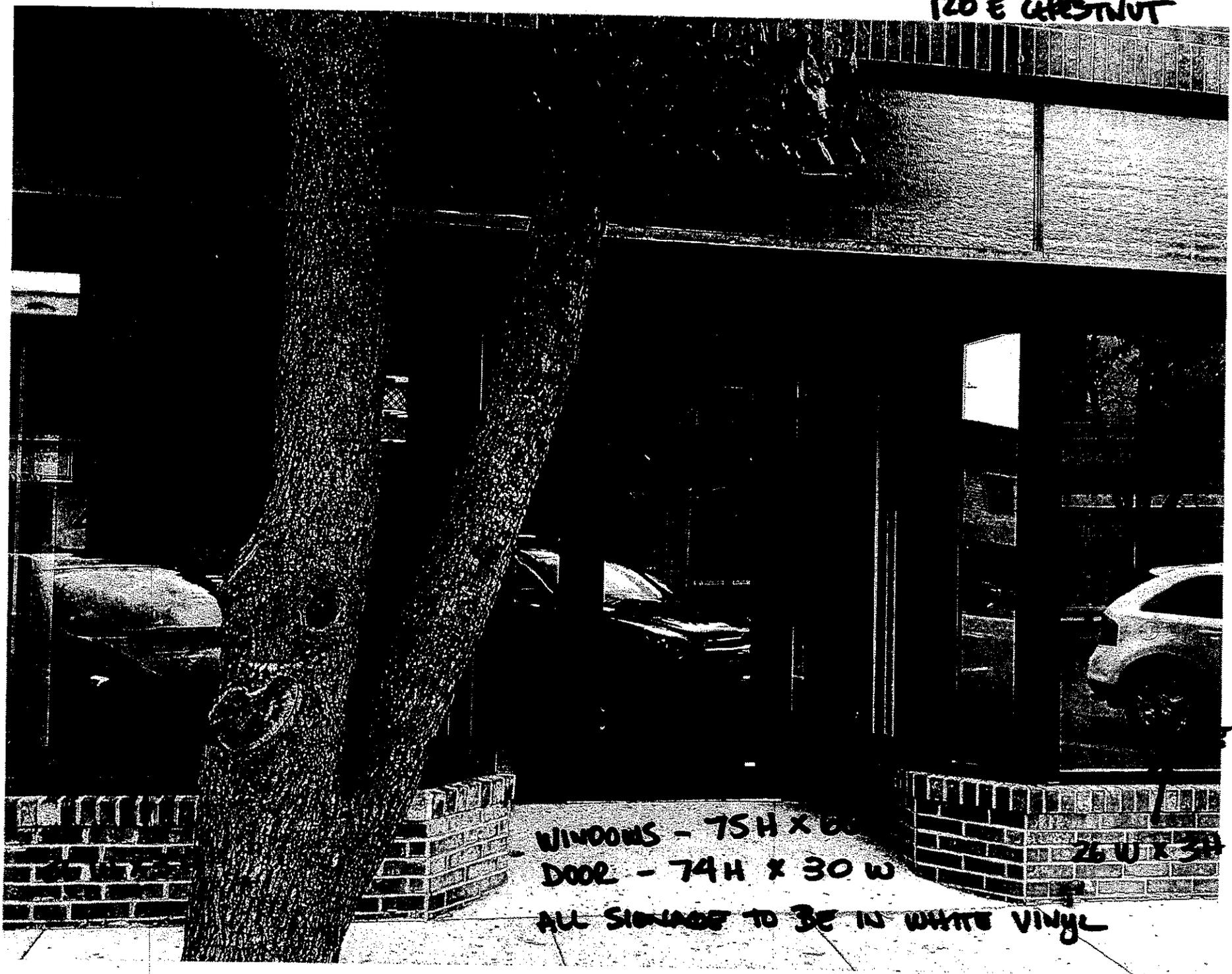

 Print: _____ Signature: **MICHELLE PETERS** Date: **10/31/16**

120 E CHESTNUT

WINDOWS - 75H x 60W
DOOR - 74H x 30W

26W x 34H

ALL SIGNAGE TO BE IN WHITE VINYL





PROPERTY
MANAGEMENT



PROPERTY
MANAGEMENT

www.mpcpm.com

11.01.2016 17:02



PROPERTY
MANAGEMENT



262-661-4284

11.01.2016 17:03

SIGNAGE WILL BE IDENTICAL TO EXISTING SIGNAGE @ 109 E CHESTNUT





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: December 22, 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 December 6th, 2016 with \$0.00 actual balance remaining, with one project currently under construction. Round 5 with \$0.00 actual balance remaining, attached for your convenience, continues to have four projects currently under construction.

Executive Action:

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

