



AGENDA
HISTORIC PRESERVATION COMMISSION

THURSDAY, MARCH 9, 2017 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 December 22, 2016
5. Letters and Communications: None
6. Old Business:
 - A. A recommendation to the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue 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 Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue 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 John Fleischman for property located at 488 N. Pine Street to remove existing concrete stoop with a ramp, replace existing door and expose the existing stone.
 - B. A Certificate of Appropriateness application from Kelly Rausch for property located at 224 E. Chestnut Street to paint the façade, door and triangle peak.

- C. A Sign Permit application from Kelly Rausch for property located at 224 E. Chestnut Street to repaint existing signage with business name (Forever Beading).
 - D. A Façade Grant Program application from David Flitcroft for property located at 580-588 N. Pine Street to install new siding, windows and a back door.
 - E. A Certificate of Appropriateness application from Shad Branen for property located at 425 N. Pine Street to paint the façade, install a sign and banners.
 - F. A Sign Permit application from Shad Branen for property located at 425 N. Pine Street to paint the façade, install a sign and banners.
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, December 22, 2016**

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

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Eisenhardt moved, and Commissioner Erickson seconded to approve the minutes of October 27, 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 Michael Raboine for property located at 615 N. Pine Street to install three new vinyl signs on the storefront windows and door.

- Commissioner Stelling introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, stated the proposed sign meets the size requirements and is a franchise logo.
- There were no further comments.
- Commissioner Erickson moved, and Alderman Preusker seconded to recommend approval of the Certificate of Appropriateness to install three new vinyl signs, subject to Gregory Guidry's November 4, 2016 memorandum.
- All were in favor and the motion carried.

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.

- Commissioner Stelling introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve a Sign Permit application to install three new vinyl signs, subject to Gregory Guidry's November 4, 2016 memorandum.
- All were in favor and the motion carried.

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.

- Chairman Stelling introduced and opened this item for discussion.
- Mr. Guidry stated the owners purchased the building across the street and would like to duplicate the signage.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Erickson seconded to recommend approval of the Certificate of Appropriateness to install three new vinyl signs, subject to Gregory Guidry's November 4, 2016 memorandum.
- All were in favor and the motion carried.

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.

- Chairman Stelling introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner Eisenhardt seconded to approve a Sign Permit application to install three new vinyl signs, subject to Gregory Guidry's November 4, 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.

- Mr. Guidry stated \$50,000 was approved by Council for the 2017 Façade Grant. Mr. Guidry asked if the grant can be used for three sides of the building. Chairman Stelling replied that if a building had two street facing façades, then both would be granted. Mr. Guidry suggested there should be a breakdown for each façade. There was a discussion between the Commissioners regarding tax credits and also of past to current meetings of who approved the grant amount and how much of the grant was given per façade to help business owners.
- Chairman Stelling stated, after discussion with the Commissioners, the Commissioners would like Alderman Preusker to talk to Carina Walters, City Administrator, or Council regarding a few options for façade grants:
 - 1) Thank Council for the funds.
 - 2) Ask if City staff can contact past applicants to re-apply for a grant, since the grant was not available at the time, and how far back would be appropriate; whether its months or years.
 - 3) Ask if a wait list for applicants to receive the grants could be accepted.
 - 4) Ask if owners that had previously received the full grant would be eligible to receive grant money again.
- Commissioner Erickson stated he did not want to see a wait list for the Façade Grant in case the owners were allowed the grant and decided not to do any of the repair work. Commissioner Erickson stated the money would be tied up for new applicants that actually had intentions of doing the work. Chairman Stelling stated if there was a waiting list it would be difficult to plan for budgeting, since the 2017 Grant would actually be used for 2016 projects.
- Commissioner Eisenhardt moved, and Commissioner O'Brien seconded to recommend Alderman Pruesker to ask questions regarding the grant funds to Carina Walters, City Administrator, or Council.
- There were no further comments.

ADJOURNMENT

Commissioner Erickson moved, and Commissioner Eisenhardt seconded to adjourn the meeting at 7:30 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant

GA+GB

LIFEBRIDGE CHURCH

262-215-7887
jon@lifebridge.church

PO BOX 28
Burlington, WI
53105

January 19, 2017

City of Burlington
Historical Preservation Committee

Hello,

We are requesting an extension on our Facade Grant for 457 Milwaukee Ave. It took longer than we hoped to secure financing for our project, but we now have financing and are prepared to move forward, with construction expected to start in February or March. We hope to have the project completed this year.

Thanks for your consideration. Sincerely,

Jon Thorngate
Administrative Pastor
LifeBridge Church



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: 7H	Date: March 24 th , 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 457 Milwaukee Avenue

Details:

Jonathan Thorngate of LifeBridge Church is requesting approval of a Certificate of Appropriateness located at 457 Milwaukee Avenue. The proposed project consists of:

- The restoration and alteration of the front façade, replacement of windows and doors, painting over current signage and installation of projecting and wall signs. The installation of awnings is proposed to be made of black metal. The installation of gooseneck lighting. The entryway location is proposed to change from the east side of the building to the center which updates the building, but still maintains the historic character.

Mark Roffers, Interim City Planner, recommends approval of this request, subject to conditions listed in his March 14, 2016 memorandum to the Commission.

Financial Remarks:

The applicant applied for a Façade Grant as seen in item 7J.

Executive Action:

This item is for consideration to approve the Certificate of Appropriateness at the March 24, 2016 Historic Preservation Commission meeting and be placed on the March 5, 2016 Committee of the Whole and Common Council meetings for consideration.

Application for the Certificate of Appropriateness

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

Please provide the following:

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

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

2. Applicant Name: Jonathan Thorngate
3. Contact Name: Jonathan Thorngate
4. Name of Tenant: LifeBridge Church
5. Name of Business: LifeBridge Church
6. What is (are) the existing use(s) of the building? VACANT
7. Telephone Number: 262.215.7887 Facsimile Number: _____
8. E-Mail Address: thornga2@gmail.com
9. Project Address: 457 MILWAUKEE AVE, Burlington, WI
10. Mailing Address: PO Box 28, Burlington WI 53105
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: ABACUS ARCHITECTS
1135A MICHIGAN AVE. SHEBOYGAN, WI 53081
14. Date of submittal of plans: 2/26/2016
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: CHURCH, 6,000 sq ft, 457 MILWAUKEE AVE.
17. Height of building: 20'-0"
18. Exterior material samples to be provided: _____

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

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

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

LifeBridge Church

Print

Signature

Date

3/8/16

Applicant

Jonathan Thorngate

Print

Signature

Date

3/8/16

- 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?

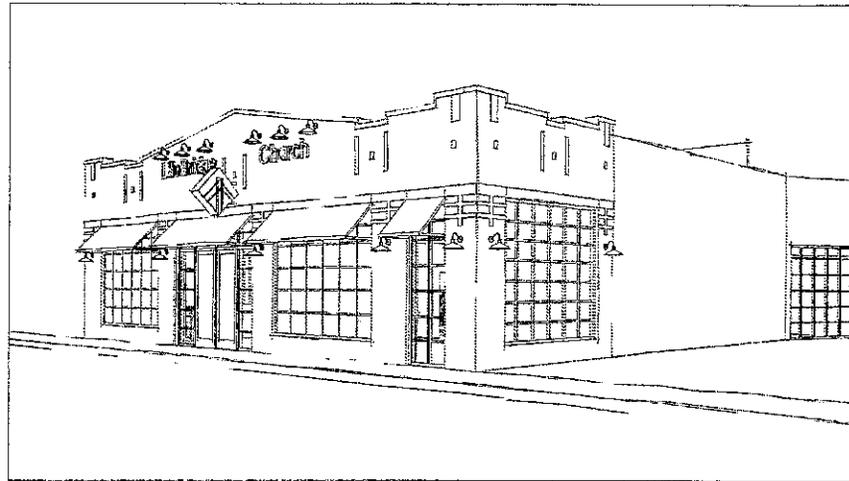
1. Color photographs of current building façade, including some view of the buildings on either side for context;
2. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the design and character of all proposed alterations completed to a recognized architectural scale 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!

Amended October 2014

REMODELING FOR:
LIFEBRIDGE CHURCH
 BURLINGTON, WI




ABACUS
 ARCHITECTS

REVISIONS:

I, **ABACUS ARCHITECTS**,
 A PROFESSIONAL SERVICE CORPORATION,
 A PROFESSIONAL CORPORATION REGISTERED IN THE STATE OF WISCONSIN,
 DO HEREBY CERTIFY THAT THE ABOVE DRAWING IS THE WORK OF AN
 ARCHITECT REGISTERED IN THE STATE OF WISCONSIN.

ISSUE DATE: 02/26/2016
 REMODELING FOR:
LIFEBRIDGE CHURCH
 BURLINGTON, WI
 1135A MICHIGAN AVE. SHERBOYGAN, WISCONSIN 53081 | 225 EAST ST. PARK AVE. MILWAUKEE, WI 53202 | TEL: 414.337.4150

DRAWN BY: **DRAFTER**
 CHECKED BY: **CHECKER**

A

101

ARCHITECTURAL	STRUCTURAL						
ABACUS ARCHITECTS, INC. 1135A MICHIGAN AVENUE SHERBOYGAN, WISCONSIN, 53081 P: 920-452-4444 F: 920-452-9198	COMPANY NAME STREET ADDRESS CITY, STATE, ZIP PHONE FAX						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">A. 101</td> <td style="width: 90%;">TITLE SHEET</td> </tr> <tr> <td>A. 301</td> <td>FLOOR PLAN & DEMO PLAN</td> </tr> <tr> <td>A. 501</td> <td>EXTERIOR ELEVATIONS</td> </tr> </table>	A. 101	TITLE SHEET	A. 301	FLOOR PLAN & DEMO PLAN	A. 501	EXTERIOR ELEVATIONS	
A. 101	TITLE SHEET						
A. 301	FLOOR PLAN & DEMO PLAN						
A. 501	EXTERIOR ELEVATIONS						

PROJECT INFORMATION

PROJECT NOTES
<p>EXTENT OF WORK</p> <p>THE EXTENT OF THE CONTRACT DOCUMENTS TO INCLUDE ALL ITEMS NECESSARY FOR THE PROPOSED SCOPE AND CLARIFY FROM OTHER WORK BY THE CONTRACTOR. PERFORMANCE BY THE CONTRACTOR SHALL BE SUBJECT TO THE EXTENT COHERENT WITH THE CONTRACT DOCUMENTS AND REASONABLY PRESENT FROM IDEAS AS BEING NECESSARY TO PRODUCE THE INTENDED RESULT.</p> <p>SITE VISIT</p> <p>THE CONTRACTOR SHALL VISIT THE SITE, BECOME FAMILIAR WITH LOCAL CONDITIONS AND VERIFY THE WORKS TO BE PERFORMED AND CORRELATE PROPOSED CONVEYANCES WITH RECORDS OF THE CONTRACT DOCUMENTS.</p> <p>NOTICE TO BIDDERS</p> <p>BIDDERS SHALL REVIEW ALL DRAWINGS AND ALL SPECIFICATIONS TO DETERMINE THE IMPACT OF THEIR SELECTIONS OF WORK ON THEIR OWN WORK.</p> <p>COPYRIGHT</p> <p>ABACUS ARCHITECTS, INC. HOLDS ALL RIGHTS OF COPYRIGHT AND TO THESE PLANS, DRAWINGS, AND DOCUMENTS. NO REPRODUCTION, COPYING, REPRODUCTION, REPRODUCTION, OR ANY INFORMATION SHALL BE GIVEN TO ANY OTHER PARTY WITHOUT THE WRITTEN PERMISSION OF ABACUS ARCHITECTS, INC.</p> <p style="font-size: 8px;">© 2015 ABACUS ARCHITECTS, INC.</p>

PROJ. NO. 2015-64



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: 7J	Date: March 24 th , 2016
Submitted By: Steve DeQuaker, City Treasurer	Subject: Façade Grant Program for 457 Milwaukee Avenue

Details:

Jonathan Thorngate of LifeBridge Church is requesting approval of a Façade Grant Program located at 457 Milwaukee Avenue. The proposed project consists of:

- The restoration and alteration of the front façade, replacement of windows and doors, painting over current signage and installation of projecting and wall signs. The installation of awnings is proposed to be made of black metal. The installation of gooseneck lighting. The entryway location is proposed to change from the east side of the building to the center which updates the building, but still maintains the historic character.

If the HPC approves this application, staff's recommends the following: that the approval be contingent on satisfying the recommendations in Mark Roffers' memo; and the following contingencies:

- Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.
- If the project is not completed and if the façade grant is not disbursed within six months, the HPC reserves the right to rescind the allotted grant amount.

Financial Remarks:

The estimated project cost is \$60,000. If the Façade Grant is approved by the HPC the grant should not exceed \$5,000 for each façade. The remaining available façade grant balance would be \$0.00.

Executive Action:

This item is for consideration to approve the Façade Grant Program at the March 24, 2016 Historic Preservation Commission meeting.



CITY OF BURLINGTON

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

FAÇADE GRANT STAFF MEMORANDUM
CITY OF BURLINGTON HISTORIC PRESERVATION COMMISSION

Date: March 17, 2016

Applicant Address & Name: Jonathan Thorngate, LifeBridge Church - 457 Milwaukee Avenue

Project Overview/ Applicant's Request:	Submitted
Front facade improvements, window replacements, awnings, replace side door, signs. Staff Comments: <i>Application received 3/4/16</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Application Checklist for Staff Review:	
1. COA application received and/ or sign permit application received and/or approved by HPC Staff Comments: <i>COA has been received and has yet to be reviewed/approved by the HPC</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
2. Eligible project uses per program rules/HPS staff? Staff Comments: <i>See Mark Roffer's memorandum for the COA application recommendations</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> See Note <input checked="" type="checkbox"/>
3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc. Staff Comments: <i>Total estimated cost for side facade and awnings: \$60,000.00 (50% = \$30,000.00) Allowed \$5000.00 for facade.</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
4. Status of City owed taxes, payments and fees Staff Comments: <i>Taxes, utilities and other fees are paid in full.</i>	See Contingencies
Staff Recommendation (contingencies listed):	
<p><i>The applicant is <u>eligible for a façade grant</u> in the <u>amount not to exceed \$5000.00</u> . Staff suggests that approval be <u>contingent</u> on satisfying the following contingencies:</i></p> <ul style="list-style-type: none"> • <i>Satisfy any recommendations in Mark Roffer's memo for the COA as indicated by the HPC.</i> • <i>Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.</i> • <i>Applicant will wait to perform this work until Common Council takes final action on approval.</i> • <i>Applicant will obtain all required permits and the Building Inspector will monitor the project and must provide final approval prior to grant reimbursement.</i> • <i>All taxes, payments, fees owed to the City by the applicant must be paid prior to reimbursement of grant funds.</i> <p><i>If the project is not completed and if the façade grant is not disbursed within six months, the HPC reserves the right to rescind the allotted grant amount.</i></p>	

City of Burlington
Façade Improvement Grant Program
Application Form

Office Use Only
Date Received 3/4/16
Time Received 2:55
Application Number 3

Applicant Name: Jonathan Thorngate

Contact Name: Jonathan Thorngate

Name of Tenant: LifeBridge Church

Name of Business: LifeBridge Church

Telephone Number: 262.215.7887 Facsimile Number: _____

E-Mail Address: thornga2@gmail.com

Project Address: 457 Milwaukee Ave., Burlington, WI

Mailing Address: PO Box 28 Burlington, WI 53015

Does the applicant own the project building? Yes No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

Will you be using the services of an architect or engineer? Yes No

If yes, list your architect or engineer of preference: ARACUS ARCHITECTS

1135A MICHIGAN AVE. SHEBOYGAN, WI 53081

Estimated Project Cost: \$ 500,000

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

Proposed start date: _____

Proposed completion date: _____

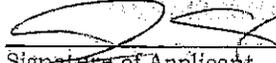
What is (are) the existing use(s) of the building? Institutional-Church

Will this project proposal cause a change in the building's use? No

If so, please explain. _____

Do you intend to apply for the Historic Preservation Tax Credit on this project? Yes No

As a part of this application, if your project includes any improvement with the exception of only signage, you must complete the attached "Application for the Certificate of Appropriateness".


Signature of Applicant

Jonathan Thorngate

Print Name


Signature of Property Owner

LifeBridge Church

Print Name

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

Process

- 1) The Façade Improvement Grant and Certification of Appropriateness Applications are available at City Hall.
- 2) Review the attached Ordinance regarding HPO District and signage (attachment).
- 3) It is recommended that the applicant research the history of the building, perhaps by visiting the Burlington Historical Society Museum at 232 North Perkins Blvd. This research will provide a better understanding of the past uses and architectural features of the building.
- 4) Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations (except painting) **must be submitted** with your Application for the Certification of Appropriateness document.
- 5) Your next step should include a meeting with the local building inspector to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with the inspector or other appropriate City Staff.
- 6) Completed Applications for Certificate of Appropriateness and façade improvement grant applications (required attachments are outlined within the attachment) **must be returned to the Building Inspection Department at City Hall for review 25 business days prior to the HPC meeting**. All applications will be time and date stamped to ensure efficient receipt and ranking of grant distribution process.
- 7) The HPC meets every 4th Thursday of the month at 6:30 p.m. within the City Council Chambers located at 224 East Jefferson Street, Burlington. Applicants are encouraged to attend and present materials as deemed necessary. The HPC will review the application and ensure compliance with the requirements of the HPC zoning ordinance.
- 8) If the application is not approved, the HPC will provide information to the applicant regarding the appeal process.
- 9) Upon approval of the Grant and Certificate of Appropriateness applications, grant dollars will be awarded to the applicant for reimbursement purposes.
- 10) Grant monies will be distributed to the applicant upon completion of the following activities:
 - A. The Building Inspector will monitor the progress of the project.
 - B. ANY AND ALL CHANGES, NOT PRIOR APPROVED, FROM THE ORIGINAL APPLICATION MUST BE APPROVED BY THE HPC.** Approved changes in work specifications must be attached to the original dated application. **ANY UNAPPROVED DEVIATIONS FROM THE ORIGINAL WORK SPECIFIED IN THE APPLICATION WILL DISQUALIFY THE APPLICANT.**
 - C. The applicant and Building Inspector will conduct a final inspection and the Building Inspector will provide a "Certificate of Approval".
 - D. The invoices and receipts will be reviewed to ensure compliance with original application. A final approval and funding award will be provided by the HPC.

All exterior improvements will be reviewed by the HPC with a resulting positive or negative recommendation to the Plan Commission. Decisions must comply with the approved Historic Preservation Overlay District zoning ordinance. **APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.**

Grant Policy

The HPC will not use race, sex, age or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a Historic Preservation sign at the construction site, during the time of improvements and in their storefront window for 30 days after the completion of the project.

Facade Budget	
Demolition of existing elements covering the facade	\$4,000
Concrete- Stoops and required ADA sidewalk repair	\$4,500
Masonry Repair and Patching	\$5,000
Storefront and door replacement	\$12,000
Metal Awnings	\$10,000
New Gooseneck Lighting and Electrical	\$2,500
Painting over signage on West Side of Building	\$3,500
New Signage on Front Facade	\$3,500
General Conditions	\$5,000
Contractors Fee	\$5,000
Architecture	\$5,000
Total	\$60,000



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: March 9, 2017
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 488 N. Pine Street

Details:

John Fleischman of The Coffee House is requesting approval of a Certificate of Appropriateness located at 488 N. Pine Street. The proposed project consists of:

- Removing the existing concrete stoop with a ramp, replacing the existing door and exposing the existing stone. The door facing the street gives access to the bar located on the second floor, will be in compliance with the City code for an egress door. In this egress update project the door will now swing outward. In order for the door to swing outward at 90 degrees, the added exterior metal veneer will be removed to expose the existing stone veneer. The stoop at the door has a 1½ foot step-up that would be a trip hazard, so to eliminate this issue the stoop would have to be removed and replaced with a ramp that is not ADA compliant.

Gregory Guidry, Building Inspector, whose memorandum is attached, recommends approval of this request, subject to conditions listed in his February 17, 2017 memorandum to the Commission.

Financial Remarks:

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

Executive Action:

This item is for consideration to approve the Certificate of Appropriateness at the March 9, 2017 Historic Preservation Commission meeting and be placed on the March 21, 2017 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

To: City of Burlington Historic Preservation Commission
From: Gregory Guidry: Building Inspector & Zoning Administrator
Date: February 17, 2017
Re: Certificate of Appropriateness for doorway at 488 N. Pine Street

Desired Outcome: Remove and replace exit door facing the street

Location: Building at 488 N. Pine Street, serving The Liars Club

Summary: The owner of 488 N. Pine Street would like to remove and replace the front door that faces the street, which gives access to the bar located on the second floor to be in compliance with the City code for an egress door. The new door will match the existing door located at 492 N. Pine Street, which has the same owner. In this egress update project, the door will now swing outward. In order for the door to swing outward at 90 degrees, the added exterior metal veneer will be removed to expose the existing stone veneer. The stoop at the door has a 1½ foot step-up that would be a trip hazard, so to eliminate this issue the stoop would have to be removed and replaced with a ramp that is not ADA compliant.

Recommendation: I recommend that the Historical Preservation Commission recommend to the Common Council approval of this request for the updated egress, subject to the following conditions:

1. All work shall be per the application materials submitted on January 25, 2017.
2. The applicant shall obtain a building 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	

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors, materials, and other details of door and facade comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	The proposed new door way makes no major structural or appearance changes to the building and façade.
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pg. 7-9)	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: 492 N Pine Street LLC
3. Contact Name: John Fleischman - PSG
4. Name of Tenant: N/A
5. Name of Business: The Coffee House at Chestnut & Pine
6. What is (are) the existing use(s) of the building? 1st & 2nd Floor - Business
7. Telephone Number: 262-210-7348 Facsimile Number: 262-364-2661
8. E-Mail Address: john@psgwisconsin.com
9. Project Address: 492 N. Pine St, Burlington, WI
10. Mailing Address: 448 Falcon Ridge Drive, Suite B, Burlington, WI 53105
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: N/A
15. Scale of drawings noted on each drawing: N/A
16. Building type, size and location: Type IIIB - Exterior Masonry
17. Height of building: 32 Feet
18. Exterior material samples to be provided: N/A

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

19. Proposed Start Date: February 27, 2017
20. Proposed Completion Date: March 31, 2017

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

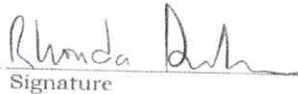
- A. Photographs from the site adjacent neighboring structures and/or property;
- B. Detailed drawings of decorative elements of the buildings and/or structure(s);
- C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

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

Property Owner

Rhonda Sullivan
LLC Managing Member

Print


Signature

1/25/17

Date

Applicant

Rhonda Sullivan
LLC Managing Member

Print


Signature

1/25/17

Date



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

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

THANK YOU FOR YOUR COOPERATION!

Amended October 2016



JACOB WIEN

SPINE ST

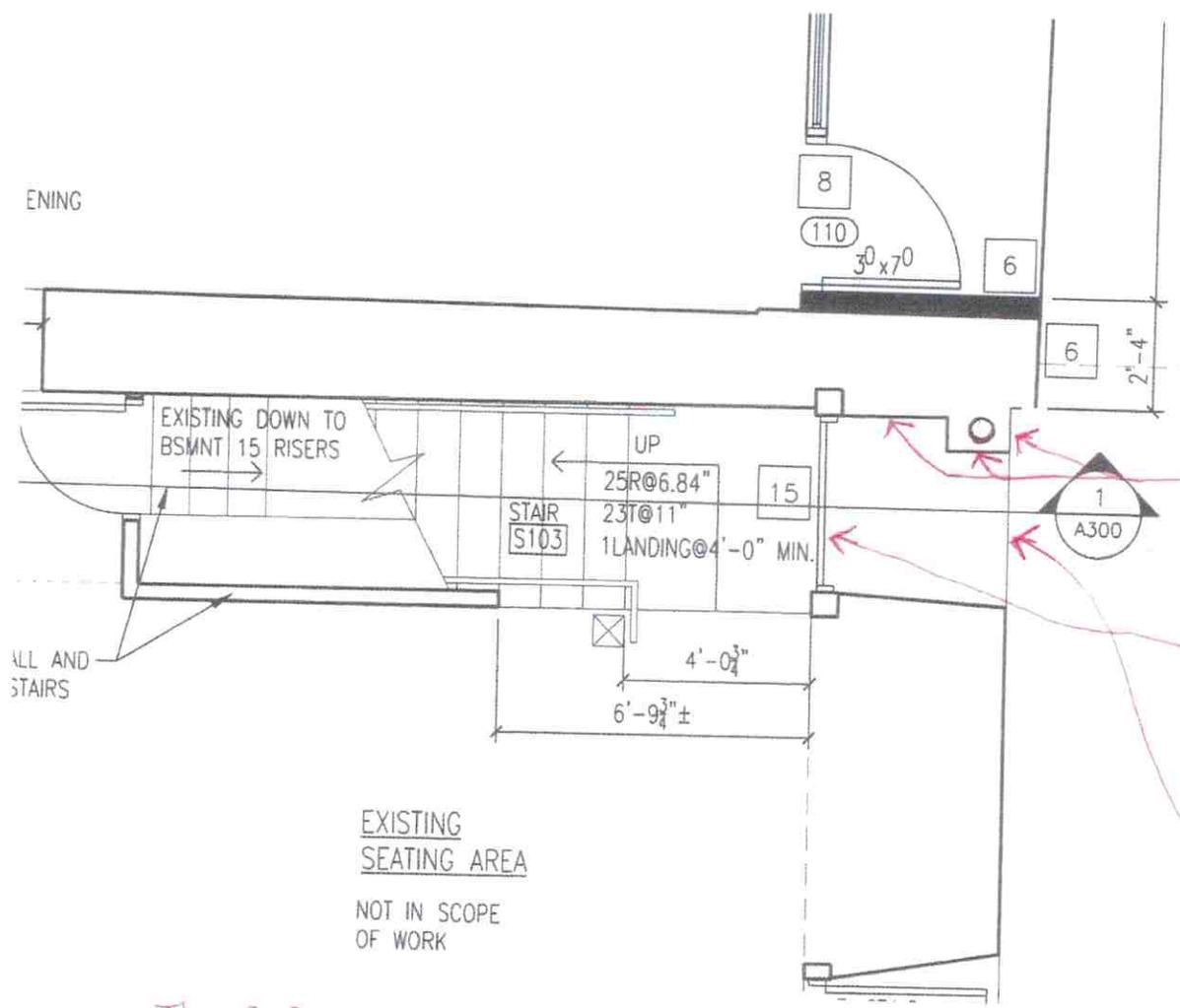
The Coffee House

The Coffee House

The Coffee House

BAKERY.

1M



Scope of work

Remove metal wall panels and expose steel column and existing stone. Tack point as needed.

Replace existing door and change door to swing out see attached new door profile

Remove existing concrete stoop and repair back and slope concrete from sidewalk to door threshold.

The Coffee House at Chestnut & Pine
492 W Pine St



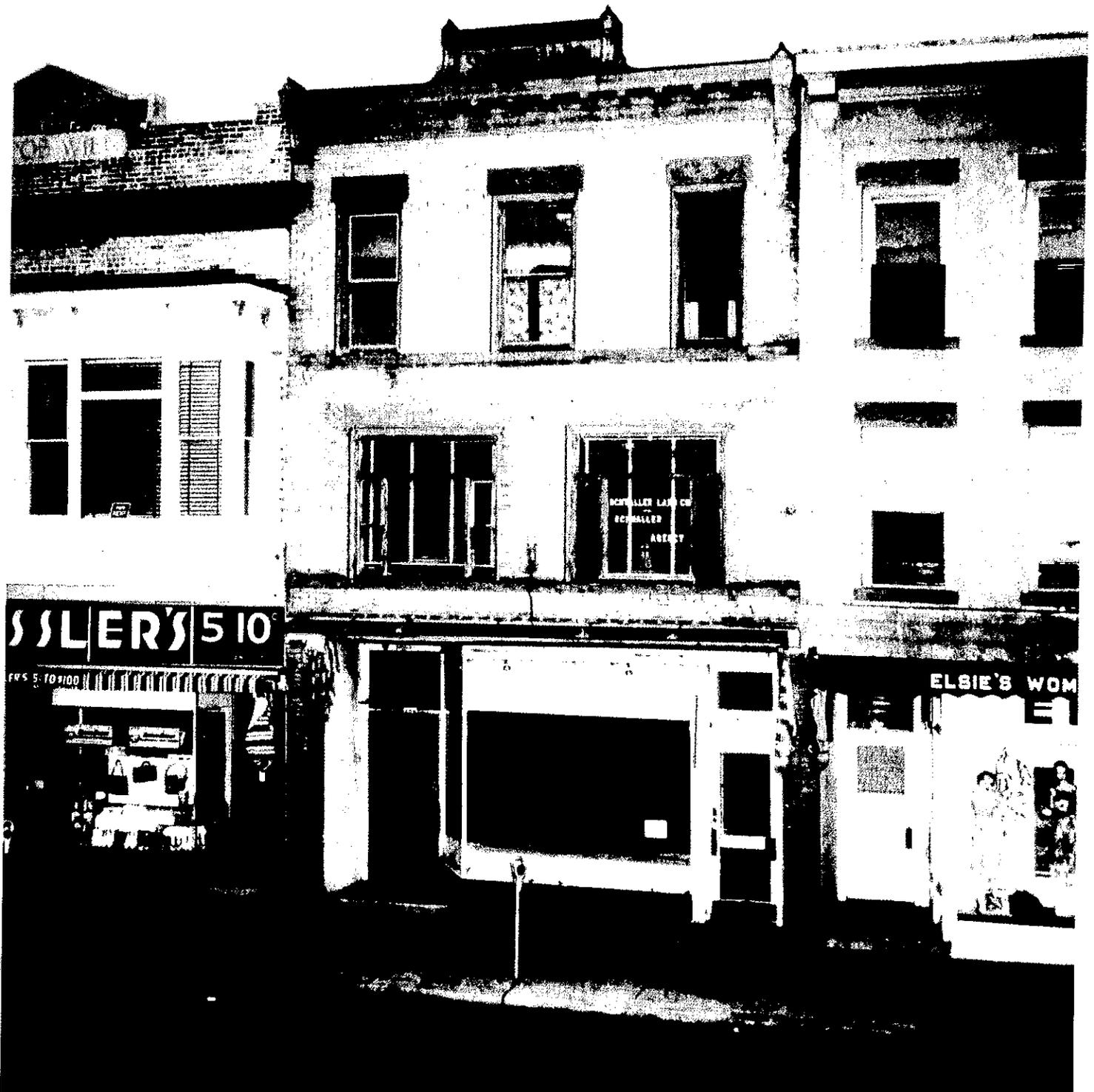
1-23-17
J.F. - PSC
Not to Scale



Remove Existing Concrete Step and Replace with Concrete Ramp

Replace Door to Swing Out

Remove Existing Metal Side Panels and Expose Existing Stone. Tuckpoint as Needed.



1963

c1910

WIEN
SHIRTS
HATS
SHOES



WIEN

BURLINGTON SHOE STORE

SHOES



THEO. RIEL CO., DRY GOODS, GROCERIES, ETC.

SMOOTH 6/8 SPRING

CAMING PATINA



Proposed Replacement Door Profile
Door Color: White



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: March 9, 2017
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 224 E. Chestnut Street

Details:

Kelly Rausch of Forever Beading is requesting approval of a Certificate of Appropriateness located at 224 E. Chestnut Street. The proposed project consists of:

- The repainting of the storefront and existing wood sign. The siding and the window trim will be painted Tucker Gray. The Triangle peak and door will be painted Carter Plum. The existing wood sign will be painted a Chelsea Gray background with white lettering and multiple colors of flowers. The colors chosen meet Benjamin Moore's approved historical colors.

Gregory Guidry, Building Inspector, whose memorandum is attached, recommends approval of this request, subject to conditions listed in his February 17, 2017 memorandum to the Commission.

Financial Remarks:

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

Executive Action:

This item is for consideration to approve the Certificate of Appropriateness at the March 9, 2017 Historic Preservation Commission meeting and be placed on the March 21, 2017 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

To: City of Burlington Historic Preservation Commission
From: Gregory Guidry: Building Inspector & Zoning Administrator
Date: February 17, 2017
Re: Certificate of Appropriateness and Sign Permit Application for 224 E. Chestnut Street

Desired Outcome: A new building owner would like to change the storefront colors and redo the existing sign with her own logo.

Location: Building at 224 E. Chestnut Street, Business Name: Forever Beading

Summary: The former Midwest Wildlife Galleries building was recently purchased and will be the new location for the relocated business Forever Beading. The new building owner wants to repaint the store front with new historical colors as depicted on the submitted photo, as well as paint the sign with her own logo. The colors chosen meet Benjamin Moore's approved historical colors. The siding and the window trim will be painted Tucker Gray. The Triangle peak and door will be painted Carter Plum. The sign is a Chelsea Gray background with white lettering outlined in dark gray and the flowers are Somerville Red, Stuart Gold, Whipple Blue, Lehigh Green and Audubon Russet colors. The existing wood sign that will be painted to depict the store name and meets our sign ordinance for size and location, as well the historical color paints she has chosen.

Recommendation: I recommend that the Historical Preservation Commission recommend to the Common Council approval of this request for the new paint and sign improvements at 224 E. Chestnut Street, subject to the following conditions:

1. All work shall be per the application materials submitted on January 24, 2017.
2. The applicant shall obtain a building permit for the work.
3. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.
4. **Analysis of Request Against Applicable City Ordinance Requirements and Guidelines**

APPLICABLE REVIEW STANDARD

EVALUATION

COMMENTS

HAS APPLICANT SUBMITTED ALL REQUIRED APPLICATION MATERIALS?

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
(1) For Certificate of Appropriateness	Complete	
(2) For Sign Permit Application	Complete	
STANDARDS FOR SIGNAGE IN THE HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-74)		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms) and awning signs	Met	Applicant proposes to use the existing legal conforming sign and just repaint to a store logo with approved historical colors.
(3) Projecting and Hanging Signs	NA	
(4) Illumination of Signs	NA	Applicant proposes to use existing sign lighting
(5) Limitations on types of window signs (including transom windows)	NA	Applicant proposes no additional signage for this new business in the storefront windows.
(6) Signage Color	Met	Sign is a Chelsea Gray background with white lettering outlined in dark gray and flowers in approved historic Somerville Red, Stuart Gold, Whipple Blue, Lehigh Green and Audubon Russet colors.
GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors, materials, and other details of sign comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	The proposed sign makes no major structural or appearance changes to the building and façade.
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pg. 7-9)	Met	
Maintenance and Repair (pg. 10-13)	NA	
Lighting (pg. 15-16)	NA	
Screening (pg. 16)	NA	

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
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: Kelly Rausch
3. Contact Name: Kelly Rausch
4. Name of Tenant: Kelly Rausch
5. Name of Business: Forever Beading LLC
6. What is (are) the existing use(s) of the building? vacant but will be retail
7. Telephone Number: 202-758-1525 Facsimile Number: None
8. E-Mail Address: foreverbeading23@gmail.com
9. Project Address: 224 E Chestnut St Burlington, WI
10. Mailing Address: 33200 S Honey Lake Rd, Burlington
11. Does the applicant own the project building? Yes No
12. If no, please list owner's name and address: N/A
13. Architect or engineer's name and address: James Rausch
Masonry Renewal 33200 S Honey Lake Rd
14. Date of submittal of plans: 1/24/17
15. Scale of drawings noted on each drawing: Yes
16. Building type, size and location: Single stone 1600sq ft
17. Height of building: 14' 4"
18. Exterior material samples to be provided: Yes / paint samples

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

19. Proposed Start Date: April / May 2017
20. Proposed Completion Date: 2 weeks

email: foreverbeading23@gmail.com

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

Print Kelly Rausch

Signature [Handwritten Signature]

Date 11/24/17

Applicant

Print Kelly Rausch

Signature [Handwritten Signature]

Date 11/24/17



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.



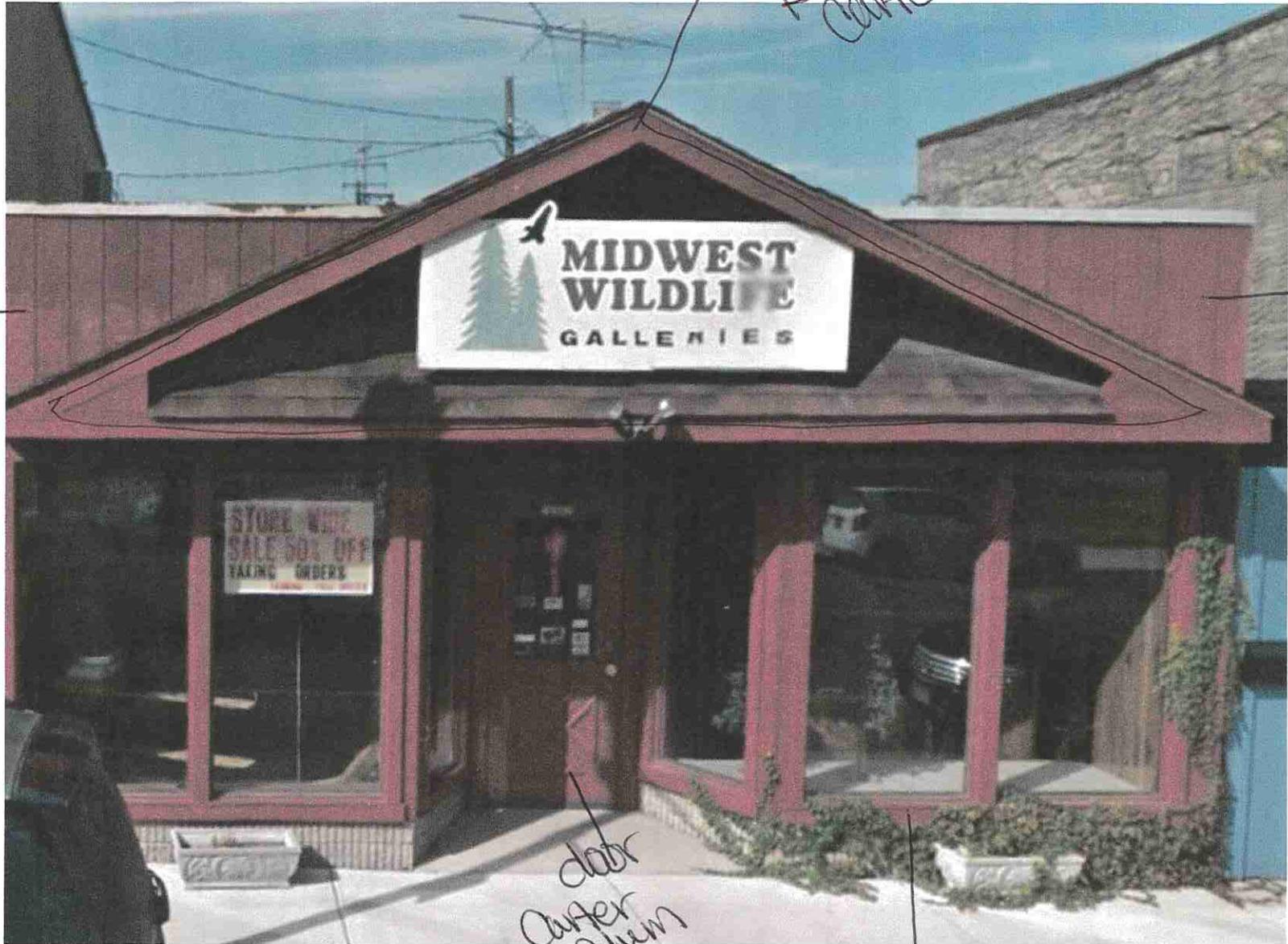
Will just be painting facade trim.

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!



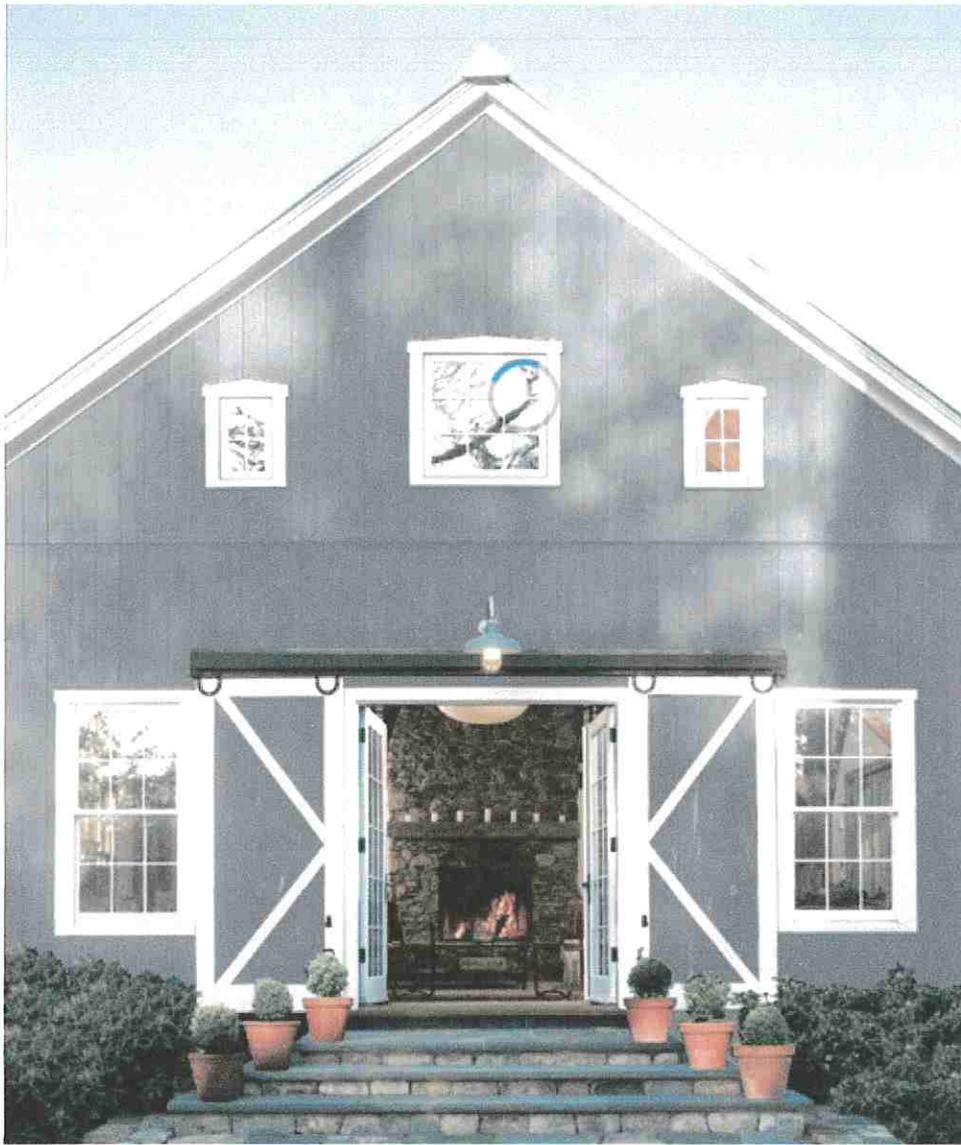
triangle
Peak
Carter Plum

tucker
gray

tucker
gray

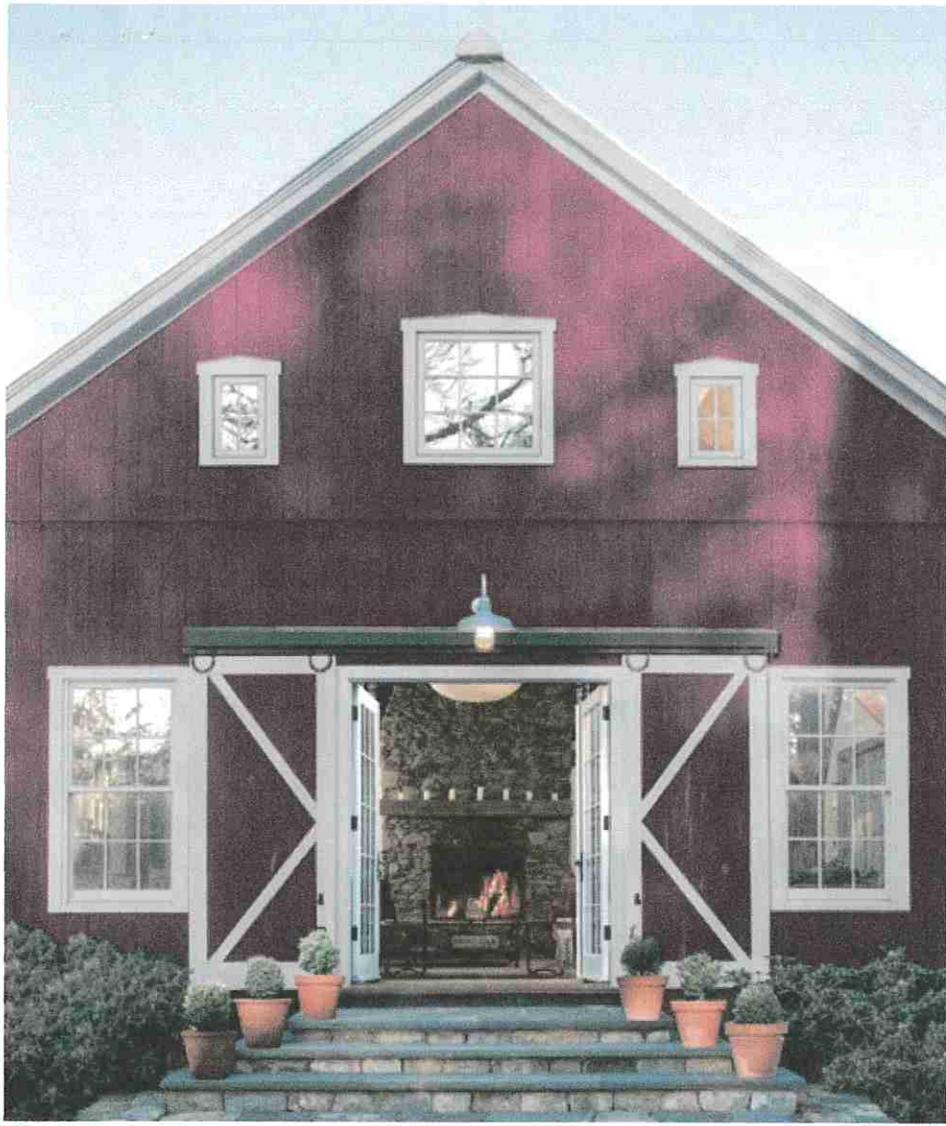
door
Carter
Plum

window
trim tucker
gray



SIDING
Tucker Gray CW-705

Benjamin Moore Historic Color



SIDING
Carter Plum CW-355

Benjamin Moore Historic Color



CITY OF BURLINGTON

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

Historic Preservation Commission Item: 7C	Date: March 9, 2017
Submitted By: Gregory Guidry, Building Inspector	Subject: Sign Permit for 224 E. Chestnut Street

Details:

Kelly Rausch of Forever Beading is requesting approval of a Sign Permit located at 224 E. Chestnut Street. The proposed project consists of:

- The repainting of the storefront and exiting wood sign to depict her store name. The existing wood sign to depict her store name, meets our sign ordinance for size and location as well the historical color paints she has chosen. The sign is a Chelsea Gray background with white lettering outlined in dark gray and the flowers are Somerville Red, Stuart Gold, Whipple Blue, Lehigh Green and Audubon Russet colors. The sign is 20.8 square feet.

Gregory Guidry, Building Inspector, recommends approval of this request, subject to conditions listed in his February 17, 2017 memorandum to the Commission.

Financial Remarks:

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

Executive Action:

This item is for consideration to approve the Sign Permit at the March 9, 2017 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) 224 E Chestnut St Burlington, WI 53105	Applicant Name(s): Kelly Rausch
Property Owner Name: Kelly Rausch	Applicant Mailing Address: 33200 S Honey Lake Rd Burlington, WI 53105
Property Owner Telephone Number: 262-758-1505	Applicant Telephone Number: 262-758-1505
Property Owner Fax Number: None	Applicant Fax Number: None
Sign Contractor: Kelly Rausch	Sign Contractor Mailing Address: Same as above

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

Created on 06/07/2006 10:51 AM

email: foreverbeading23@gmail.com

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: 8138A square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all street-facing signs: 20.8 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): 81 square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all projecting and hanging signs facing the street: 20.8 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.**

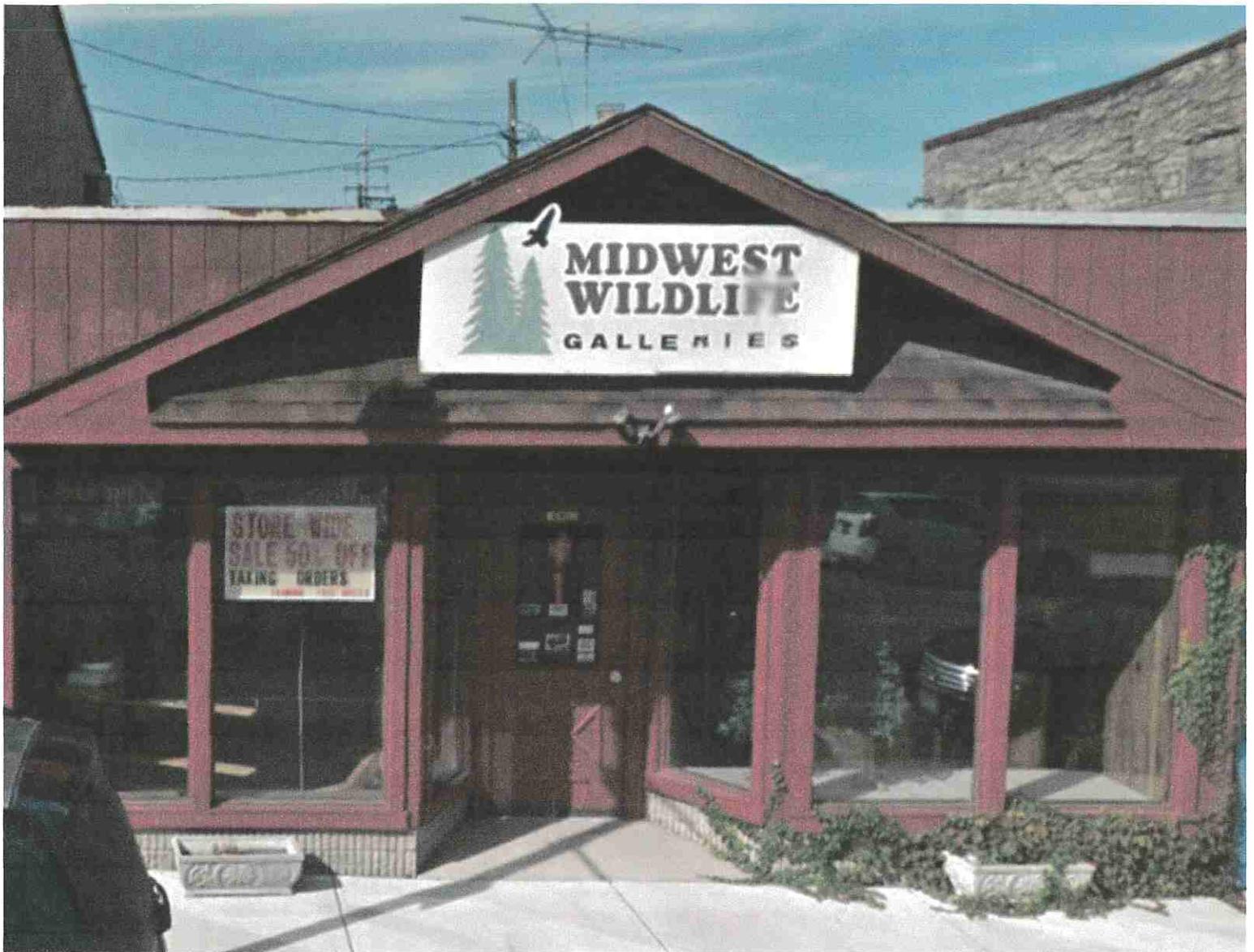
All window signs, including transom windows, shall be gilded, painted, vinyl, etched glass or leaded glass letters placed on the inside of storefront display windows. Product and/or company logo signs are allowed on the inside of storefront display windows.

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

6. **Signage Color.**

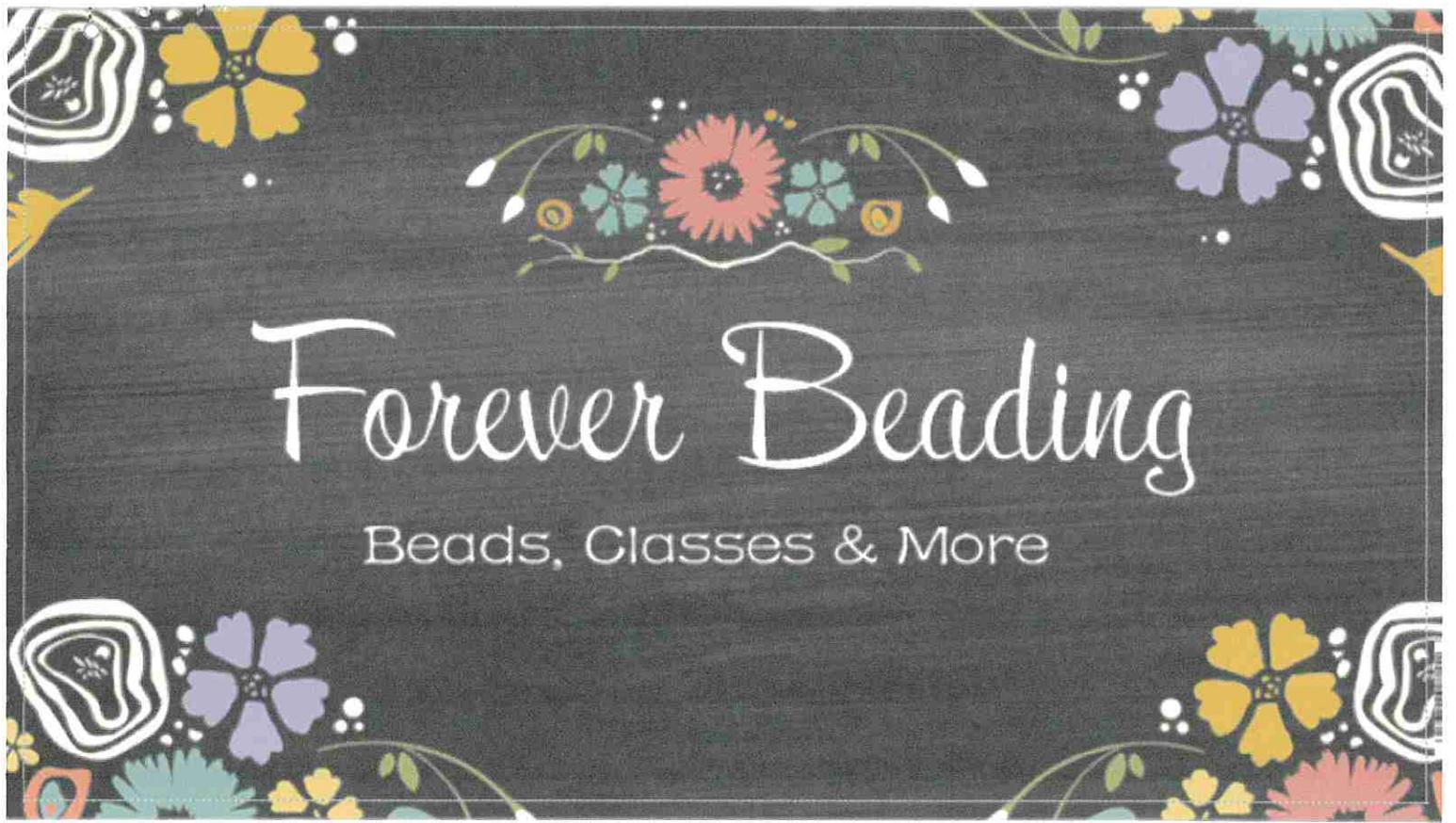
All signage shall be of a color, which is compatible with the color of the building construction materials found in the HPO District.

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



* Will be using current sign. Will just paint over current image/text

- sign is 20.8 sq ft
- will be painted solid gray
- lettering will be white outlined in a dark gray
- Flowers will be painted with colors shown on example
- sign is wood



- Forever Beading - Letter size 12"
- Beads, Classes & More - Letter size 10"
- Letter colors - white
- Sign Background - Chelsea Gray
- Flower Colors - Benjamin Moore paint
 - Somerville Red
 - Stuart Gold
 - Whipple Blue
 - Lehigh Green
 - Audubon Russet



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: March 9, 2017
Submitted By: Megan Watkins, Director of Administrative Services	Subject: Façade Grant Application for 580-588 N. Pine Street

Details:

David Flitcroft of Flitcroft Rentals is requesting approval of a Façade Grant Application located at 580-588 N. Pine Street. The proposed project consists of:

- The removal of current old roofing used as siding and replacing with a new Smart Siding using the lap siding technique at 4 inch intervals.
- The removal and replacement of three single hung windows with new vinyl type.
- The replacement of existing door with a new metal exterior door.

The Certificate of Appropriateness was approved for these façade improvements at the October 27, 2016 HPC meeting.

If the HPC approves this application, staff's recommends that the approval be contingent on satisfying the recommendations in Gregory Guidry's memo and the following contingencies:

- Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.
- If the project is not completed and if the façade grant is not disbursed within twelve months, the HPC reserves the right to rescind the allotted grant amount.

Financial Remarks:

The estimated project cost is \$10,600 for 580-588 N. Pine Street. If the Façade Grant is approved by the HPC the grant should not exceed \$5,000. The remaining available façade grant balance for 2017 would be \$45,000.

Executive Action:

This item is for consideration to approve the Façade Grant Program at the March 9, 2017 Historic Preservation Commission meeting.



CITY OF BURLINGTON

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

**FAÇADE GRANT STAFF MEMORANDUM
 CITY OF BURLINGTON HISTORIC PRESERVATION COMMISSION**

Date: February 8, 2017

Applicant Address & Name: David Flitcroft - 580-588 N. Pine Street

Project Overview/ Applicant's Request:	Submitted
Rear facade improvements including new siding, windows, gutters, downspouts and soffit/facia Staff Comments: <i>Application received February 1, 2017</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Application Checklist for Staff Review:	
1. COA application received and/ or sign permit application received and/or approved by HPC Staff Comments: <i>COA was approved by the HPC on October 27, 2016</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
2. Eligible project uses per program rules/HPS staff? Staff Comments: <i>See Gregory Guidry's 10/20/16 memorandum for the COA application</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> See Note <input checked="" type="checkbox"/>
3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc. Staff Comments: <i>Total estimated cost for front facade and awnings: \$10,600.00 (50% = \$5,300) Allowed \$5000 for facade.</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
4. Status of City owed taxes, payments and fees Staff Comments: <i>Taxes, utilities and other fees are paid in full.</i>	See Contingencies
Staff Recommendation (contingencies listed):	
<p><i>The applicant is <u>eligible for a façade grant in the amount not to exceed \$5,000.00</u> . Staff suggests that approval be contingent on satisfying the following contingencies:</i></p> <ul style="list-style-type: none"> • <i>Satisfy any recommendations in Graef's memo for the COA as indicated by the HPC</i> • <i>Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.</i> • <i>Applicant will wait to perform this work until Common Council takes final action on approval.</i> • <i>Applicant will obtain all required permits and the Building Inspector will monitor the project and must provide final approval prior to grant reimbursement.</i> • <i>All taxes, payments, fees owed to the City by the applicant must be paid prior to reimbursement of grant funds.</i> <p><i>If the project is not completed and if the façade grant is not disbursed within 12 months, the HPC reserves the right to rescind the allotted grant amount.</i></p>	

City of Burlington
Façade Improvement Grant Program
Application Form

Office Use Only
Date Received 2/1/17
Time Received 3:30
Application Number 1

Applicant Name: DAVID FLITCROFT

Contact Name: _____

Name of Tenant: _____

Name of Business: _____

Telephone Number: 262-206-8312 Facsimile Number: 331-826-2356

E-Mail Address: FLITCROFTRENTALS@GMAIL.COM

Project Address: 580-588 N PINE ST, Burlington, WI

Mailing Address: PO BOX 672, ELKHORN, WI 53121

Does the applicant own the project building? Yes No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

Will you be using the services of an architect or engineer? Yes No

If yes, list your architect or engineer of preference: STELLING & ASSOC.

Estimated Project Cost: ~~\$ 11,000.00~~ 10,600⁰⁰ DTS rear

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

Proposed start date: APRIL 2017 OR SOONER

Proposed completion date: APRIL 2017

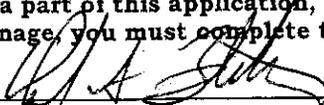
What is (are) the existing use(s) of the building? RETAIL & RESIDENTIAL

Will this project proposal cause a change in the building's use? NO

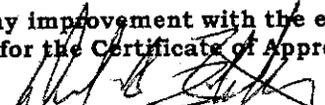
If so, please explain. _____

Do you intend to apply for the Historic Preservation Tax Credit on this project? Yes No

As a part of this application, if your project includes any improvement with the exception of only signage, you must complete the attached "Application for the Certificate of Appropriateness".


Signature of Applicant

DAVID FLITCROFT
Print Name


Signature of Property Owner

DAVID FLITCROFT
Print Name

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

Since 1894

ELKHORN ROOFING CO., Inc

610 Nathan Lane Elkhorn, WI 53121

(262) 723-6773 Fax (262) 723-7772

To: David Fliteroft
From: Elkhorn Roofing Co., Inc.
RE: 580/588 Pine St.
Burlington, WI 53105

January 31, 2016

Our company will complete installation of:

- 4" Smart Siding in compliance in accordance with historical society criteria.
- Window Replacement.
- Soffit/Fascia.
- Gutters and Downspouts

We can complete all of the above work for a total of \$10,600.00.

Signature: _____
President
Elkhorn Roofing Co., Inc.



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: October 27 th , 2016
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 580-588 N. Pine Street

Details:

David Fliteroft of Fliteroft Rentals is requesting approval of a Certificate of Appropriateness located at 580-588 N. Pine Street. The proposed project consists of:

- The removal of current old roofing used as siding and replacing with a new Smart Siding using the lap siding technique at 4 inch intervals.
- The removal and replacement of three single hung windows with new vinyl type.
- The replacement of existing door with a new metal exterior door.

It should be noted that the owner has already completed the replacement of the rear stairs due to the dilapidated and unsafe condition. The stair replacement was considered maintenance and was not necessary for Historic Preservation Commission approval.

Gregory Guidry, Building Inspector, recommends approval of this request, subject to conditions listed in his October 20, 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 October 27, 2016 Historic Preservation Commission meeting and be placed on the November 1, 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

To: City of Burlington Historical Preservation Commission

From: Gregory Guidry, City Zoning Administrator

Date: October 20, 2016

Re: Certificate of Appropriateness at 580-588 N. Pine Street

Desired Outcome: Remove and replace old roofing currently used as siding and replace with a new Smart Siding using the lap siding technique at 4 inch intervals. Remove and replace three single-hung windows with new Crestline 24x42 double-hung vinyl windows to match the two existing windows and replace existing back door with a new Mastercraft 9 light metal exterior door. The siding color for the body will be Benjamin Moore HC-83 (Grant Beige) and Benjamin Moore HC-77 (Alexandria Beige) for the trim at the corners, windows and door.

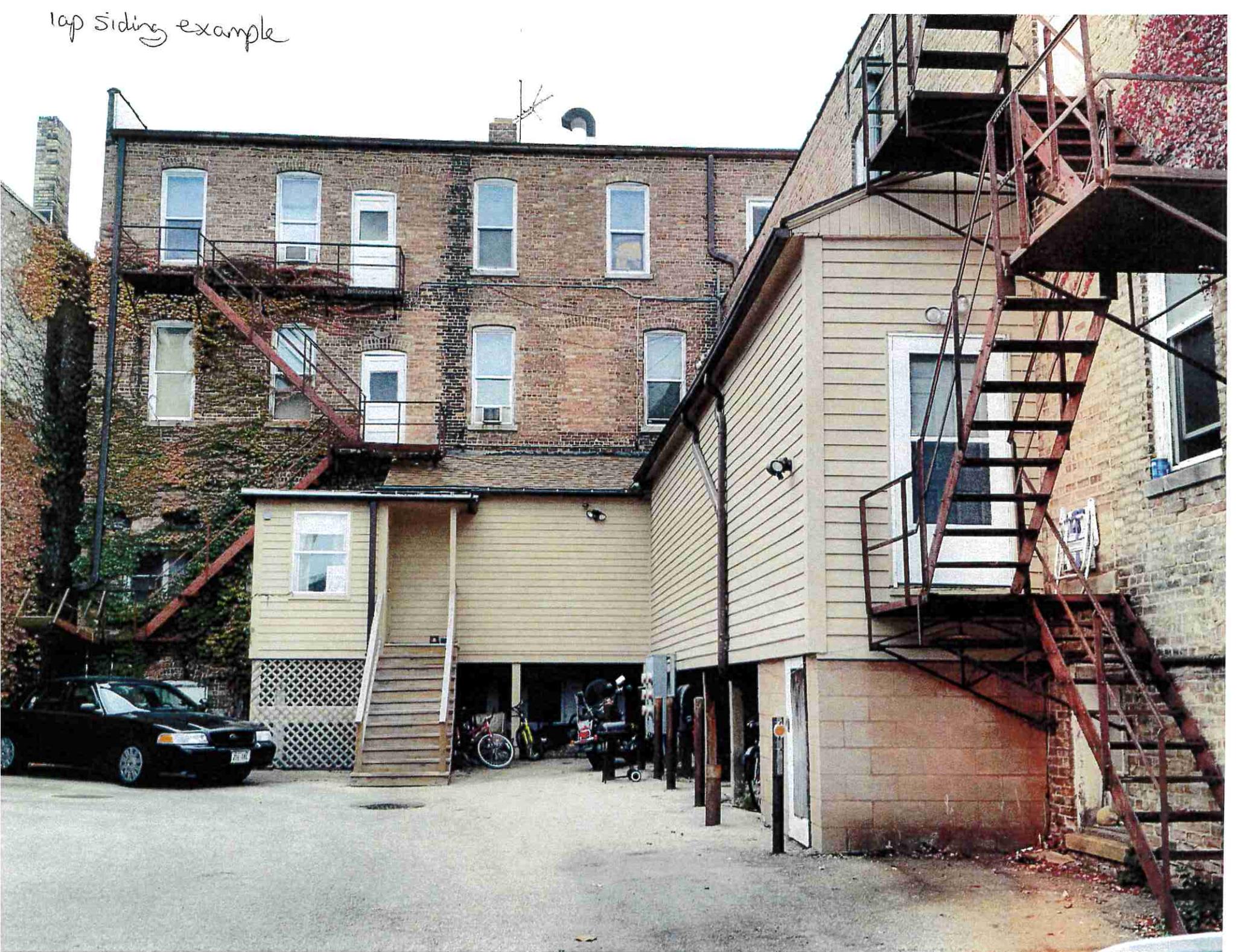
Location: This project is located at 580-588 N. Pine Street in the back alley of the building

Summary: The owner was required by the City to remove and replace the rear stairs due to the dilapidated and unsafe condition. In the process some siding will need to be removed so an update of the rear façade of the building is practical. The stair replacement will be considered as maintenance and not need HPC approval. This Certificate of Appropriateness is for the siding, windows and back door only. The improvements meet the Historical Preservation District vision requirements.

Recommendation: I recommend that the Commission approve the Certificate of Appropriateness and recommend approval of this application to the Common Council, subject to the following conditions:

1. Permits shall be applied for and issued for all work.
2. All work shall be done per the submitted application and any additional requirements that may be made by the Commission.
3. Any deviation from the submittal shall come back before the Commission for approval.

lap siding example





588
NPINE
PINE ST
SEPT 2016

DON'T EVER
THINK OF
PARKING
HERE

TENANT
PARKING
ONLY

SEP 29 2016

SINGLE HUNG AND DOUBLE HUNG WINDOWS

Looking for a window that slides up and down without a lot of effort?
Want a traditional style window updated for today? You found both
with any of Crestline's single and double hung windows.





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: 7E	Date: March 9, 2017
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 425 N. Pine Street

Details:

Shad Branen of Mercantile is requesting approval of a Certificate of Appropriateness located at 425 N. Pine Street. The proposed project consists of:

- The painting of the façade and install a sign that reads “Mercantile” above the entry and four (4) banners to the façade. The side wall is proposed to be painted Narragansett Green with the façade detailing in Knoxville Gray and the trim at the top of the building and between the storefront windows and transom windows would be painted Copper Penny, all of which are approved historic colors. The existing light fixtures will be Copper Penny in color and shining down on the sign. There will also be Copper Penny at the bottom surrounding the entryway. The overhang by the entryway will be copper with blue trim on top and underneath with recessed lighting under the entry ceiling. There is a rendering of the new storefront.

Gregory Guidry, Building Inspector, whose memorandum is attached, recommends approval of this request, subject to conditions listed in his February 17, 2017 memorandum to the Commission.

Financial Remarks:

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

Executive Action:

This item is for consideration to approve the Certificate of Appropriateness at the March 9, 2017 Historic Preservation Commission meeting and be placed on the March 21, 2017 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

To: City of Burlington Historic Preservation Commission
From: Gregory Guidry: Building Inspector & Zoning Administrator
Date: February 17, 2017
Re: Certificate of Appropriateness and Sign Permit Application, 425 N. Pine Street

Desired Outcome: Approval for new signs and banners on storefront

Location: Building at 425 N. Pine Street, Business Name: Mercantile Building

Summary: The owner of 425 N. Pine Street would like to paint the façade and install a sign that reads “Mercantile” above the entry and four banners to the façade. The side wall is proposed to be painted Narragansett Green with the façade detailing in Knoxville Gray and the trim at the top of the building and between the storefront windows and transom windows would be painted Copper Penny, all of which are approved historic colors. The existing light fixtures will be Copper Penny in color and shinning down on the sign. There will also be Copper Penny at the bottom surrounding the entryway. The overhang by the entryway will be copper with blue trim on top and underneath with recessed lighting under the entry ceiling.

Recommendation: I recommend that the Historical Preservation Commission approve this request for the new sign, banners and façade colors and lighting as submitted, subject to the following conditions:

1. The Commission agrees to the sign illumination with or without sign backlight pending possible zoning variance. (315-74 D)
2. The addition of metal to the front of the façade.
3. All work shall be done per the application materials submitted on January 31, 2017.
4. The applicant shall obtain a building permit for the work.
5. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

1. Analysis of Request Against Applicable City Ordinance Requirements and Guidelines

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
HAS APPLICANT SUBMITTED ALL REQUIRED APPLICATION MATERIALS?		
(1) For Certificate of Appropriateness	Complete	
(2) For Sign Permit Application	Complete	
STANDARDS FOR SIGNAGE IN THE HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-74)		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms) and awning signs	Approved	In the HPO (315-74 B4) it states the maximum number of signs allowed on the street facing façade of a building is 3. The Burlington Historic Downtown Main Street District allows for 3 signs per business.
(3) Projecting and Hanging Signs	Approved	There is no mention of banners in the HPO District regulations which is the prevailing ordinance. If I refer to them as projecting signs, (HPO 315-74 C) then these banners meet the ordinance of 1 sign per business and maximum area of 7% of the upper façade and located above the sign band.
(4) Illumination of Signs	Not Approved Backlighting	Applicant proposes to use the combination of building mounted lights and backlighting. In both the Burlington Historic Downtown Main Street District (pg. 16) and HPO (315-74 D), backlighting is not mentioned as a permitted illumination. They both state that the lighting shall be mounted to the sign or to the building per these ordinances. Backlighting is permitted outside the Historical District (315-70 D).

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
(5) Limitations on types of window signs (including transom windows)	Recommend Approval	The new building sign is proposing to be installed in the transom window area. This is not permitted in HPO (315-74 B1), Wall and Fascia Signs. If you notice in the Historical photos the Montgomery Ward, sign is located in this transom area. Also this building does not have a traditional sign band per the illustration in the HPO ordinance. In keeping with the historical image, I feel it should be allowed in the transom area.
(6) Signage Color	Approved	Building sign is a raised metal with letters cut out of the back metal that will be installed in the window transom area. The color of the letters will be a bronze color to match the window and door frame. The banners will be made of a cloth type with matching Knoxville Gray color to match the paint on the trim below the storefront windows and columns to the side of the front door. The banner hangers will be of copper in color to match other trim on the face of the building.
GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors, materials, and other details of sign comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	The proposed sign and banners make no major structural changes to the building and façade.
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pg. 7-9 and 12)	Questionable	(Top half of pg. 9 of BHDT and pg.12 Architectural Metals) The addition of metal behind the building sign is my concern. Aluminum is permitted as part of the window and door frames, but not part of the façade in the architectural design.
Lighting (pg. 15-16)	Questionable	See above illumination of signs.

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Secretary of Interior's "Standards for Rehabilitation" (BHDT pg. 19)	Questionable	See items 3 and 9 of Burlington Historic Downtown Main Street District on pg. 19. It is my understanding that the introduction of metal to the storefront was not permissible. The metal behind the raised letter sign is the issue in question. Page 8 also addresses the Storefront Materials. It states that there is no need to introduce additional types of building material to the original existing building. The builder claims that this metal is not part of the sign, but part of the façade.
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: WIN Properties LLC
3. Contact Name: Shad + Kristine Branch
4. Name of Tenant: VARIES
5. Name of Business: VARIES
6. What is (are) the existing use(s) of the building? Vacant
7. Telephone Number: 262-716-5157 Facsimile Number: _____
8. E-Mail Address: Shad@winmediainc.com
9. Project Address: 425 N. Pine St. Burlington, WI
10. Mailing Address: P.O. Box 731 Burlington WI 53105
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
161 W Chestnut St Burlington WI 53105
14. Date of submittal of plans: 4/21/17
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: BRICK
17. Height of building: ~24'
18. Exterior material samples to be provided: YES

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

19. Proposed Start Date: Immediate
20. Proposed Completion Date: June, 2017

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

Shad Branch
Print

[Signature]
Signature

1/31/17
Date

Applicant

Keshire Branch
Print

[Signature]
Signature

1/31/17
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!

1/30/17

- Benjamin Moore historical colors;
- Facade Detailing: Knoxville Gray-HC-160
- Side Wall: Narragansett Green- HC-157

American Construction
Metals;
Copper Penny



1st story - 15' x 63' = 945 sq. Ft.
2nd " - 19' high x 63' = 1197 sq. Ft.

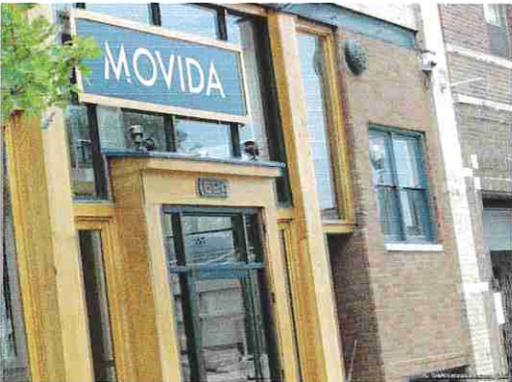
Prepared By Kristine Swan



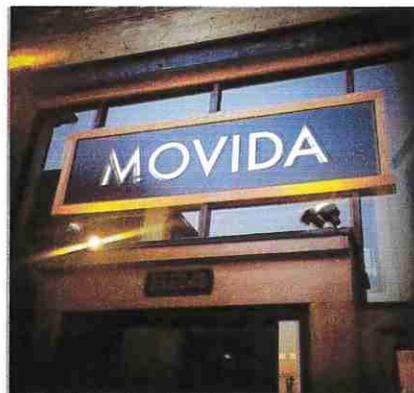


Entryway:

Overhang- copper with Blue trim on top and underneath, Build around the entry ceiling a place to hide the lights as they edge the outer rim and shine up.



Light shinning up from overhang beneath, and from behind onto the sign.





UNCLE BOB'S SANDWICH SHOP AND SCHUETTE DANIELS CARPET ON WEST SIDE OF N. PINE ST. BETWEEN E. CHESTNUT AND WASHINGTON STREETS ABOUT 1928



Family Night at Montgomery Wards



**SCHUETTE DANIELS FURNITURE ON WEST SIDE OF N. PINE ST.
BETWEEN E. CHESTNUT & WASHINGTON STREETS. ABOUT 1988**



LOOKING NORTH FROM 400 BLOCK OF N. PINE ST. - SEPTEMBER 1971. COMMERCE BLDG. AT FAR CENTER BACKGROUND. MONTGOMERY WARD, VERICK'S SHOES, HASKELL'S AND WEE MODERNS.



LOOKING NORTHWEST 400 BLOCK OF N. PINE STREET - SEPT 1998



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: 7F	Date: March 9, 2017
Submitted By: Gregory Guidry, Building Inspector	Subject: Sign Permit for 425 N. Pine Street

Details:

Shad Branen of Mercantile is requesting approval of a Sign Permit located at 425 N. Pine Street. The proposed project consists of:

- The installation of a sign that reads “Mercantile” above the entry and four (4) banners to the façade. The existing light fixtures will be Copper Penny in color and shinning down on the sign. There is a rendering of the new storefront.

Gregory Guidry, Building Inspector, recommends approval of this request, subject to conditions listed in his February 17, 2017 memorandum to the Commission.

Financial Remarks:

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

Executive Action:

This item is for consideration to approve the Sign Permit at the March 9, 2017 Historic Preservation Commission meeting.

City of Burlington
Historic Preservation Overlay District
Sign Permit Application

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

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

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

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

Project Location: (Building Address) <i>425 N. PINE ST. BURLINGTON</i>	Applicant Name(s): <i>Shad + KRISHNA BISHARA</i>
Property Owner Name: <i>WIN ANTHONY LLC</i>	Applicant Mailing Address: <i>P.O. BOX 731 BURLINGTON WI 53105</i>
Property Owner Telephone Number: <i>262-210-1362</i>	Applicant Telephone Number: <i>262-210-1362</i>
Property Owner Fax Number: <i>-</i>	Applicant Fax Number: <i>-</i>
Sign Contractor: <i>TSD</i>	Sign Contractor Mailing Address: <i>781</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 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: 985 square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all street-facing signs: 0 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): 1,197 square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all projecting and hanging signs facing the street: 0 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.**

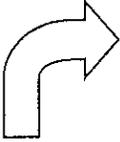
All window signs, including transom windows, shall be gilded, painted, vinyl, etched glass or leaded glass letters placed on the inside of storefront display windows. Product and/or company logo signs are allowed on the inside of storefront display windows.

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

Shaw Brannen

Print

[Signature]

Signature

1/31/17

Date

Applicant

Kristine Brannen

Print

[Signature]

Signature

1/31/17

Date



Benjamin Moore historical colors:
Facade Detailing: Knoxville Gray-HC-160
Side Wall: Narragansett Green- HC-157



← American Cons have been #Methuall
copper painting restore



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: March 9, 2017
Submitted By: Megan Watkins, Director of Administrative Services	Subject: Façade Grant Funding

Details

Attached please find the Façade Grant Funding report for Round 7 dated February 20th, 2017 with an allotment of \$50,000 for 2017. Round 6 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 March 9, 2017 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	Yes	\$ 5,000.00	11/29/2016
Jonathan Thorngate - LifeBridge	457 Milwaukee Avenue	\$60,000.00	\$5,000.00		3/24/2016	Pending	Pending	Pending

Obligated Funds:	\$	20,000.00
Total Distributed to Date	\$	15,000.00
Pending	\$	5,000.00
Actual Balance Remaining:		
\$20,000 Less Total Disbursed and Pending =		\$0.00

Updated: 2/20/2017

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

