



AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, SEPTMEBER 28, 2017 at 6:30 P.M.

Common Council Chambers, 224 East Jefferson Street, Burlington, WI 53105

Tom Stelling, Chairman
Susan Kott, Aldermanic Representative
Darrel Eisenhardt, Commissioner
Jeff Erickson, Commissioner
Maria Veronico-Ventura, Commissioner
Kevin O'Brien, Commissioner
Daniel Colwell, Commissioner

1. Call to order
2. Roll Call
3. Citizen Comments
4. Approval of minutes of August 24, 2017
5. Letters and Communications: None
6. Old Business: None
7. New Business:
 - A. Downtown Historic District Façade Improvement Grant Policy. This item was tabled at the August 24, 2017 meeting.
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, August 24, 2017**

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

CITIZEN COMMENTS

Judith Schulz, 533 Milwaukee Avenue, commented that her windows shake from the vibration of the refrigeration trucks that leave their engines running and semi-trucks that speed past her business.

APPROVAL OF MINUTES

Alderman Kott moved, and Commissioner Colwell seconded to approve the minutes of May 25, 2017.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

Recommendations to City Staff of ordinance changes for the Historic Preservation Overlay District. This item was discussed at the April 27, 2017 and May 25, 2017 meetings and tabled for more review.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated this item has been on the agenda for a few months and recommended turning this to City Staff for recommendations of changes and then back to the Commissioners for review.
- Commissioner Colwell moved, and Commissioner Veronico seconded to remove this item from the table and give it back to City Staff for recommendations.
- Ms. Schulz stated the code should be worded as “replacing” instead of “replacement of”.
- There were no further comments.
- All were in favor and the motion carried.

NEW BUSINESS

A. 100 W. Chestnut Street – Bodhi Tree Acupuncture & Wellness

1. Certificate of Appropriateness to install a vinyl sign

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Alderman Kott knew there is a percentage of the side of the building in regards to the size of a sign, but questioned if this requirement is met. Gregory Guidry, Building Inspector, stated the size of the sign is definitely under the 30% window coverage. Commissioner Eisenhardt clarified the sign will be facing W. Chestnut Street, with white lettering measuring 12 inches. Commissioner Colwell stated only the letters would be on the window and the background would be clear glass.
- There were no further comments.
- Alderman Kott moved, and Commissioner Veronico seconded to approve of the Certificate of Appropriateness to install a vinyl sign, subject to Gregory Guidry's August 15, 2017 memorandum.
- All were in favor and the motion carried.

2. Sign Permit application to install a vinyl sign

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner Veronico moved, and Commissioner Colwell seconded to approve a Sign Permit application to install a vinyl sign, subject to Gregory Guidry's August 15, 2017 memorandum.
- All were in favor and the motion carried.

B. Downtown Historic District Façade Improvement Grant Policy

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt recommended tabling this item due to most members being excused.
- There were no further comments.

- Commissioner Veronico moved, and Alderman Kott seconded to table this item since Chairman Stelling and most members were not present.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated there was \$33,373 pending and an actual balance of \$16,627.10 remaining in Round 7. Commissioner Eisenhardt stated Cassandra Spiegelhoff was just paid out and others expire early next year. Round 6 has \$5,000 pending for LifeBridge Church.
- The Commissioners heard C. Mae Design was damaged by the flood and was no longer going to operate her business in the City of Burlington. Commissioner Colwell stated Ms. Spiegelhoff should be entitled to receive the grant money since she put the awning up and spent her share of the money. The other Commissioners agreed. Mr. Guidry stated one option would be to hold the reimbursement until the awning came down since the business will be vacated. Mr. Guidry stated he will ask the City Administrator Carina Walters and City Staff for their recommendation as to how this should be handled, whether to receive the grant money or rescind it.
- Commissioner Eisenhardt stated Round 6 has \$5,000 pending for LifeBridge Church and three grants in the amount of \$14,368.62 for the Mercantile building.
- Mr. Guidry commented the Mercantile sign has been completed, but has changed the lighting and banners from the original approval. Mr. Guidry explained to Shad Branen that he had to reapply for a Certificate of Appropriateness of any changes. Mr. Guidry informed the Commissioners that the side of the building facing the bank and the back façade have not been repaired, and to keep this in mind if Mr. Branen reapplies for another extension. The façade grant will be expiring October 22, 2017. Commissioner Veronico questioned if a notification letter is sent out as a reminder to the owner of the expiration date. Mr. Guidry replied yes, a letter is sent out prior to the expiration date.
- Ms. Schulz questioned what it meant on the history chart where it says a new owner could apply for a grant again. Commissioner Colwell stated it refers to the amount of money we are allowed to give an individual business owner within 4 years. Commissioner Eisenhardt stated this is part of the new policy that was tabled and should not be discussed. Commissioner Veronico suggested that Ms. Schulz should come back next month when this is being discussed.
- There were no further comments.

ADJOURNMENT

Commissioner Veronico moved, and Commissioner Colwell seconded to adjourn the meeting at 6:53 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



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

Historic Preservation Commission Item: 7A	Date: September 28, 2017
Submitted By: Megan E. Watkins, Director of Administrative Services	Subject: Downtown Historic District Façade Improvement Grant Policy

Details:

In 2015, the Director of Administrative Services assumed the role of reviewing HPC Façade Grant applications from Racine County Economic Development Corporation (RCEDC). Upon doing so there was no formal policy in place for the HPC Façade Grant program, merely minutes from previous Historic Preservation Commission (HPC) and Community Development Authority (CDA) meetings that set guidelines for the program. In comparing these minutes, as well as researching other community façade grant programs, the attached policy was drafted to create a clear and direct policy for staff, HPC commissioners and applicants to follow. A comprehensive comparable chart of the twenty-two researched communities has also been attached for your convenience.

A summary of the general guidelines to this program are as follows. A comprehensive list of the guidelines and requirements can be found within the policy.

- Owners and/or tenants of existing buildings that are 50 percent or more commercial within the Burlington Downtown Historic District may apply.
- The grant only applies to exterior facades, signs and architectural features of such buildings in the Historic District that front a public street.
- Eligible Activities included, but not limited to: Repair/replacement of the original building’s materials and decorative details; cleaning of exterior building surfaces; tuck pointing and masonry repair; painting of exterior building surfaces; repair/replacement or addition of entrances, doors, display windows, transoms, or windows; removal, repair/replacement of existing signs and awnings; new signage and awnings; landscaping improvements; permanent exterior lighting; architectural assistance; and other activities as designated by the Historic Preservation Commission.
- Projects shall be completed within one (1) year of the grant approval date.
- Real Estate taxes, Personal Property taxes, and Utility bills must be up to date and current on payments.

Please Note - All of the guidelines that have been in place since the program was created have remained intact; however, language creating an application waiting period and a maximum cap on awards has been added to the policy as follows:

- Successful applicants must wait four years after an initial grant award before reapplying (phased renovations will be considered on a case-by-case basis) for the same property. There is a maximum cap of \$20,000 awarded to any single property address over a four (4) year period.

Executive Action:

This item is for consideration at the September 28, 2017 Historic Preservation Commission meeting.

Façade Improvement Grant Policy Comparables

Community	Grant Maximum	Owner Match Amount	Downtown or City-wide	Residential Allowed?	Expiration to Complete	Allowable Projects	Grant for Signage	Taxes & Utilities Must be Current	Committee to Approve Grant	Tenant Can Apply	Waiting Period to Reapply	Notes
Burlington, WI (City)	\$5,000	50%	Downtown Historic District	No	1 year	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting, architectural assistance	Yes (up to \$250)	Yes	Yes	Yes	Proposed 4 years	Proposed maximum \$20,000 per property over 4 year period
Waterford, WI	\$5,000	50%	Downtown Heritage District	No	1 year	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting, architectural assistance	Yes (up to \$250)	Yes	Yes	Yes	UNK	
Waukesha, WI	\$10,000	50%	Downtown	No	6 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	Yes	Yes	Yes	3 years	
Milwaukee, WI	\$5,000	50%	City-wide	No	9 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	Yes	Yes	Yes	2 years	Projects less than \$2,000 ineligible
Milwaukee, WI	\$50,000	30%	BID District #21	No	9 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	Yes	Yes	Yes	2 years	Projects less than \$2,000 ineligible
Racine, WI	\$10,000	50%	Commercial Façade Grant Target Area	No	4 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes, cannot exceed more than 50% of project cost	Yes	Yes	Yes	UNK	Projects less than \$1,000 and buildings less than 50 years old are ineligible
Shorewood, WI	\$10,000	50%	Commercial Façade Grant Target Area	No	1 year	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting, architectural assistance	Yes (up to \$1,500)	Yes	Yes	Yes	UNK	
Whitefish Bay, WI	\$7,500	75%	BID District #11	No	6 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting, architectural assistance	Yes	Yes	Yes	Yes	UNK	
Grafton, WI	\$20,000	50%	TIF District 3 & 4	No	UNK	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes, up to \$1,000	Yes	Yes	Yes	UNK	
Madison, WI	\$10,000	50%	Central Business Improvement District & various Downtown	No	4 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	No	Yes	Yes	Yes	UNK	\$100 application fee

Community	Grant Maximum	Owner Match Amount	Downtown or City-wide	Residential Allowed?	Expiration to Complete	Allowable Projects	Grant for Signage	Taxes & Utilities Must be Current	Committee to Approve Grant	Tenant Can Apply	Waiting Period to Reapply	Notes
Milton, WI	\$5,000	50%	TIF District	No	1 year	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	Yes	Yes	Yes	May not exceed 2 grants in 4 year period	
Belleville, WI	\$5,000	50%	Downtown Design District	No	1 year	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, painting	No	Yes	Yes	Yes	1 year	
Edgerton, WI	\$5,000	50%	Downtown	No	UKN	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	UNK	Yes	Yes	UNK	
Marshfield, WI	UNK	50%	TIF District 4	No	UKN	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes, must be part of larger project	Yes	Yes	Yes	UNK	Tax exempt properties are ineligible
Wisconsin Dells, WI	\$20,000	50%	Downtown Business District	Yes	9 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, painting	No	Yes	Yes	Yes	5 years	Projects less than \$2,000 ineligible
Antigo, WI	\$3,000	30%	TIF District	No	UKN	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, painting	No	Yes	Yes	Yes	UNK	
Wisconsin Rapids, WI	\$20,000	50%	Downtown TIF District	No	3 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	Yes	Yes	Yes, must have at least 1 year of lease remaining	UNK	
Manistee, MI	Grant amount is determined by number of applications received & how projects scored	50%	Downtown Historic District	No	1 year	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	Yes	Yes	Yes, must have at least 2 years of lease remaining	UNK	
Mount Clemens, MI	\$10,000	50%	Downtown District	No	6 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	Yes	Yes	Yes	UNK	
Elburn, IL	\$5,000	50%	Old Town Business District	No	6 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, painting	Yes	Yes	Yes	Yes	4 years	Must maintain the property for 4 years

Community	Grant Maximum	Owner Match Amount	Downtown or City-wide	Residential Allowed?	Expiration to Complete	Allowable Projects	Grant for Signage	Taxes & Utilities Must be Current	Committee to Approve Grant	Tenant Can Apply	Waiting Period to Reapply	Notes
Mobile, AL	\$40,000	50%	Downtown	No	9 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes	Yes	Yes	Yes	UNK	Must maintain the property for 5-10 years, depending on grant size
Creedmoor, NC	\$10,000	50%	Downtown and Main St.	No	4 months	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, painting	No	Yes	Yes	Yes	3 years	Projects less than \$1,000 ineligible
Kingston, NC	\$2,000	50%	Municipal Service Tax District	No	UNK	Awnings and canopies, entrance/façade improvements, window and door replacement, masonry work, lighting, signage, painting	Yes, must be part of larger project	Yes	Yes	Yes	3 years	Max 2 grants per building



CITY OF BURLINGTON HISTORIC DISTRICT FAÇADE IMPROVEMENT GRANT POLICY & GUIDELINES

I. PURPOSE

- A. The City's intent in establishing this Downtown Historic District Façade Improvement Grant Program is to encourage downtown business owners to undertake business facade improvements. Physical improvements to structures downtown will assist in spurring economic vitality downtown. By improving the exteriors of commercial buildings downtown, the City will enhance the appearance of the downtown and the community as a whole overall. The resulting effect will be the attraction of new businesses, encourage visitors downtown supporting the retention, preservation and expansion of existing businesses.
- B. Façade. The façade is the entire exposed exterior surface of a building that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street or alley and exposed to public view will be considered a secondary elevation. Secondary elevations may also be eligible for façade grants.

II. OBJECTIVES

The Downtown Historic District Façade Improvement Grant Program has the following objectives:

- A. To renovate or rehabilitate commercial properties so as to prevent or eliminate deteriorating conditions, being mindful of the historical significance and uniqueness of the downtown structures.
- B. To attract and retain businesses downtown.
- C. To retain jobs and bring additional employment opportunities to the City.
- D. To make use of funds the City has set aside for the enhancement of the City's downtown, which is deemed an asset of the City and strategic initiatives.
- E. To spur activity which will provide return to the City by way of physical improvements accomplished which may not otherwise have occurred.

III. PROGRAM FUNDING

The funding for this program is provided with public monies through the General Fund based on availability within the City of Burlington Annual Budget. The City of Burlington Historical Preservation Commission (HPC) is responsible for administering the Historic District Façade Improvement Grant Program, intended to stimulate improvements to the exterior of downtown commercial buildings.

- A. **Maximum Grant Amount**
The Grant Program provides grants of up to 50% of the total cost of the eligible façade renovation, up to a maximum of \$5,000 per façade in accordance with the guidelines set forth in Section III of this policy. No more than \$250 of matching funds of the \$5,000 grant maybe used for exterior signage.

III. **PROJECT & APPLICANT ELIGIBILITY:**

A. Owners and/or tenants of existing buildings within the Burlington Downtown Historic District (Exhibit A) may apply. Tenant applicants are required to submit written evidence of building owner approval with applications. Proposals are considered by the Historic Preservation Commission on a first come, first served, case-by-case basis and evaluated based on the ability of the project to further the goals of the City of Burlington.

B. General and Designated Area:

1. Downtown Historic District Façade Improvement Grant Program only applies to the exterior facades, signs and architectural features for properties within the Historic Preservation Overlay District (Exhibit A) that are 50 percent or more commercial and only to those exterior facades, signs and architectural features of such buildings that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street or alley and exposed to public view will be considered a secondary elevation. Secondary elevations may also be eligible for façade grants.

C. Requirements:

1. Projects shall occur within the established designated area.
2. A Certificate of Appropriateness shall be approved by the HPC for any work being done to the façade and/or installation of signage.
3. Projects shall be completed within one (1) year of the grant approval date. In rare cases, likely due to extenuating circumstances, the HPC may allow completion extensions upon request of the applicant. The HPC reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
4. Projects shall comply with all applicable City building and zoning standards and requirements.
5. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may apply for another project after any existing project by the same applicant is completed to the satisfaction of the HPC.
6. Priority consideration will be given to proposals that make visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic, and commercial character of downtown Burlington.
7. Successful applicants must wait four (4) years after an initial grant award before reapplying (phased renovations will be considered on a case-by-case basis) for the same property.
8. Real Estate taxes, Personal Property taxes, and Utility bills must be up to date and current on payments.

D. Eligible Activities included, but not limited to:

1. Repair/replacement of the original building's materials and decorative details.
2. Cleaning of exterior building surfaces.
3. Tuck pointing and masonry repair.
4. Painting of exterior building surfaces.
5. Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
6. Removal, repair/replacement of existing signs and awnings.

7. New signage and awnings.
 8. Landscaping improvements.
 9. Permanent exterior lighting.
 10. Architectural assistance
 11. Other activities as designated by the Historic Preservation Commission.
- E. Non-Eligible Activities included, but not limited to:
1. Interior improvements.
 2. Purchase of property.
 3. Construction of a new building.
 4. Fixtures and equipment.
 5. Sidewalk repairs.
 6. Correction of code violations.
 7. Any roof repair or replacements, except in cases where a new roof "style" is a critical component of the façade restoration or replacement project.
 8. Compensation for time and labor spent by applicant or members of applicant's immediate family. *(Note that one needn't be the building owner to apply.)*
 9. Inappropriate cleaning methods.

IV. APPROVAL PROCESS

- 1) A Certificate of Appropriateness for any work to the façade and/or installation of signage is required in order to apply for a façade grant. Certificate of Appropriateness and Façade Grant applications for the same project can be submitted together. Applications must be returned to Burlington City Hall, Building Inspection Department, 300 N. Pine Street, Burlington, WI 53105.
- 2) Although it is not a requirement, it is recommended to 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 a Certification of Appropriateness application.
- 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) It is recommended to meet 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.
- 5) Completed Certificate of Appropriateness and Façade Improvement Grant applications with all required attachments must be returned to the Building Inspection Department at City Hall for review the fourth Monday of the month prior to the HPC meeting. All applications will be time and date stamped to ensure efficient receipt and ranking of grant distribution process.
- 6) 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.

- 7) If the application is not approved, the HPC will provide information to the applicant regarding the appeal process.
- 8) Upon approval of the Grant and Certificate of Appropriateness applications, grant dollars will be awarded to the applicant for reimbursement purposes.
- 9) The HPC will not use race, sex, age or religion as grounds for refusing a grant to an eligible applicant.

V. POST APPROVAL STEPS

Grant monies will be distributed to the applicant upon completion of the following activities:

1. Applicants, after approval, have up to twelve months to complete their projects. If an applicant needs more time to complete a project, he or she must provide a written statement with a reasonable justification for an extension. Extensions are reviewed and considered by the HPC and are not guaranteed.
2. The Building Inspector will monitor the progress of the project. Any and all changes from the original application must be approved by the HPC. Any unapproved deviations from the original work specified in the application will disqualify the applicant from receiving grant monies.
3. The Building Inspector and members of the HPC will conduct a Response Team Visit to conduct a final inspection.
4. The applicant shall submit paid invoices, receipts, cancelled checks and/or a contractor lien waiver for the cost of the project promptly to City Hall. Received documentation will be reviewed to ensure compliance with original application. Applicants will receive reimbursements once the project is completed, proper documentation received and the project is approved by the Building Inspector. If documentation is not received within six (6) months of project completion, the HPC has the right to disqualify the applicant from receiving grant funds.
5. Projects not completed in a manner consistent with the agreed upon scope for work will be deemed ineligible. The HPC has an obligation to be a careful steward of public funds; therefore, reserves the right to recover grant funds if the improvements are altered, removed, destroyed or not maintained within five (5) to ten (10) years from the date of project completion.



<i>Official Use Only</i>
Date Received _____
Application No. _____

City of Burlington
Historic District Façade Improvement Grant Application

Project Address: _____, Burlington, WI

Applicant Name: _____

Owner Name: _____

Name of Business: _____

Telephone Number: _____ Facsimile Number: _____

E-Mail Address: _____

Applicant Mailing Address: _____

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: _____

Description of Project: _____

Estimated Project Cost (include quotes/bid for proposed work): _____

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? _____

Will this project proposal cause a change in the building's use? _____

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

Signature of Property Owner

Print Name

Print Name

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

APPLICATION FEE: \$150



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. Project Address: _____, Burlington, WI
3. Applicant Name: _____
4. Owner Name: _____
5. Name of Tenant: _____
6. Name of Business: _____
7. What is (are) the existing use(s) of the building? _____
8. Telephone Number: _____ Facsimile Number: _____
9. E-Mail Address: _____
10. Applicant Mailing Address: _____
11. Does the applicant own the project building? _____ Yes _____ No
12. If no, please list owner's name and address: _____
13. Architect or engineer's name and address: _____
14. Date of submittal of plans: _____
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: _____
17. Height of building: _____
18. Exterior material samples to be provided: _____

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

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

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	Signature	Date
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Applicant

Print	Signature	Date
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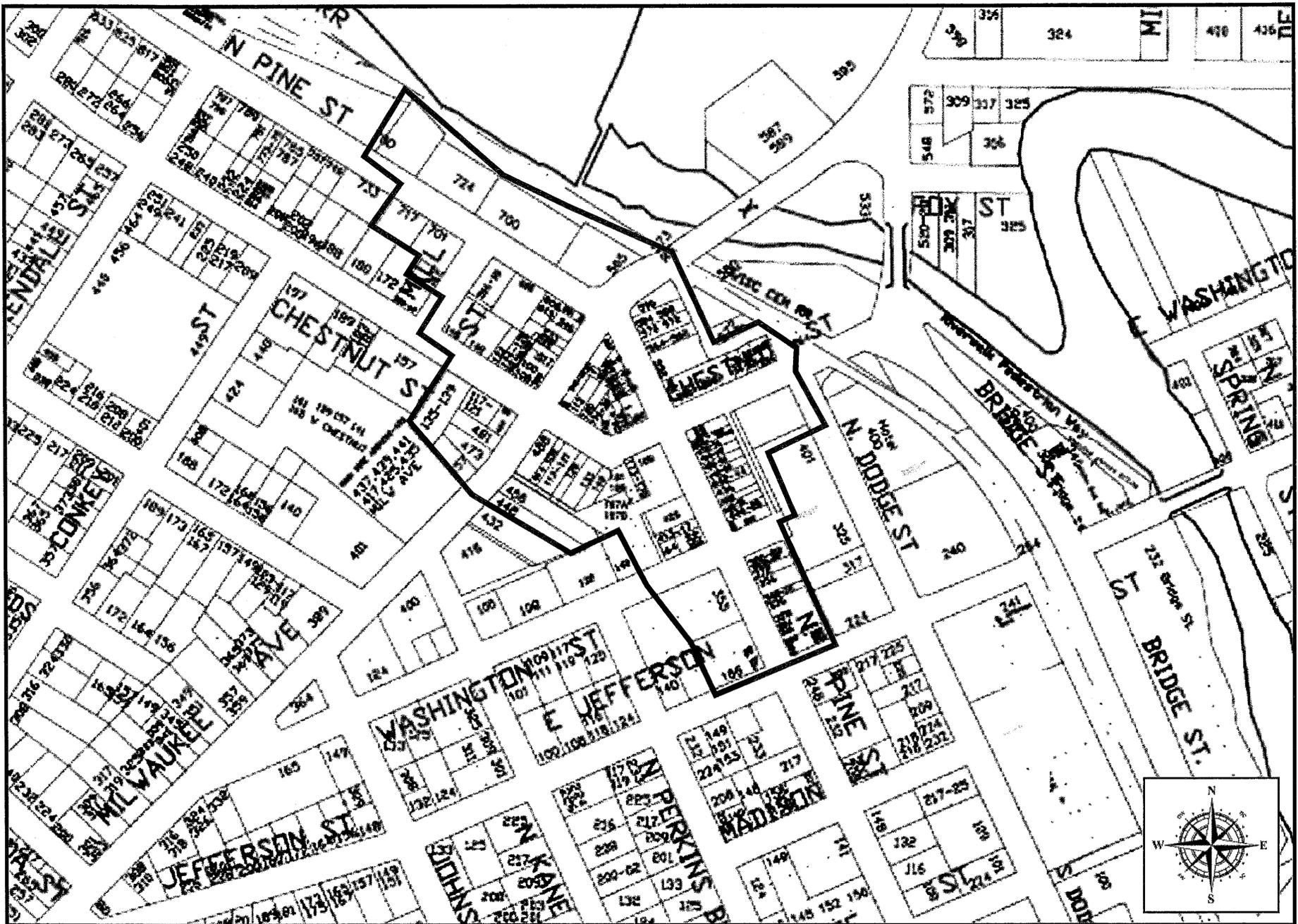
STOP! Have you included the following with your application?

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

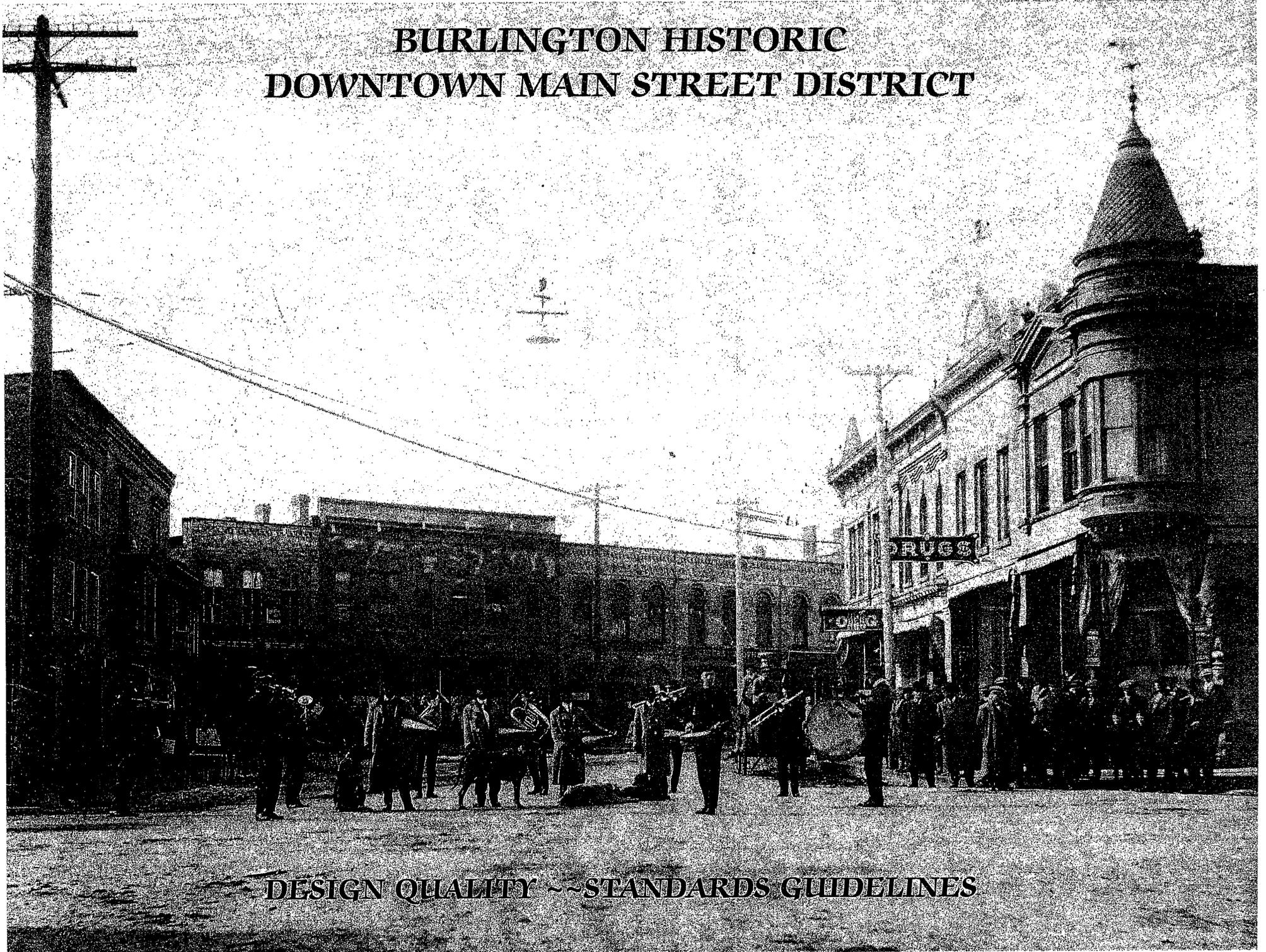
If any of the above pertain to your project and are not included with your application, your application will be considered INCOMPLETE and will not be placed on the meeting agenda for discussion.

THANK YOU FOR YOUR COOPERATION!

Exhibit A
Downtown Historic District Boundaries



BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT



DESIGN QUALITY ~ ~ STANDARDS GUIDELINES

INTRODUCTION

Design Quality Standards Guidelines

Each building in Burlington's downtown plays a unique and vital role in its overall image. The storefront and its window displays; the signage, awnings and canopies; the scale and proportion of the building; as well as the materials and ornamentation are all integral components in the successful design of the building. Property owners interested in improving the visual appeal of their building need to assess the current condition of the entire facade keeping in mind the following questions:

- ⦿ What impact does a visual improvement have upon the image of my business?
- ⦿ How can a storefront improvement relate to the entire visual impact of the building?
- ⦿ How does the building relate to the neighboring buildings?
- ⦿ How does a storefront improvement relate to the historic upper facade of the building?
- ⦿ What changes can be made to improve the appearance and integrity of the upper facade of the building?

The following Design Quality Standards Guidelines serve as a reference for rehabilitation and improvement projects in the Burlington Historic Downtown Main Street District.

Building Owners wishing to participate in the Burlington Historic Downtown Main Street District's Low Interest Loan Program are required to have all drawings approved by the Historic Downtown Main Street Design Review Committee in order to access the funds. Information on the Low Interest Loan Program is located in Appendix C.



*Southeast corner of Chestnut and Milwaukee.
Former site of the Jones House Hotel*

DESIGN ISSUES

The Traditional Facade

The traditional commercial storefront is the most important element that distinguishes and gives historical significance and a unique character to downtown Burlington. The majority of our historic commercial buildings date from the late 1800's to the early 1900's. When originally constructed, the buildings shared a consistency in design and proportion that created a strong visual image. A visually unified downtown goes a long way in attracting people to our area as well as to the individual shops and businesses that are located here.

The basic commercial facade consists of three parts: the storefront with an entrance and large display windows, an upper masonry facade with regularly spaced windows, and a decorative cornice. These components may appear in various shapes, sizes, and styles but the result is essentially the same facade.

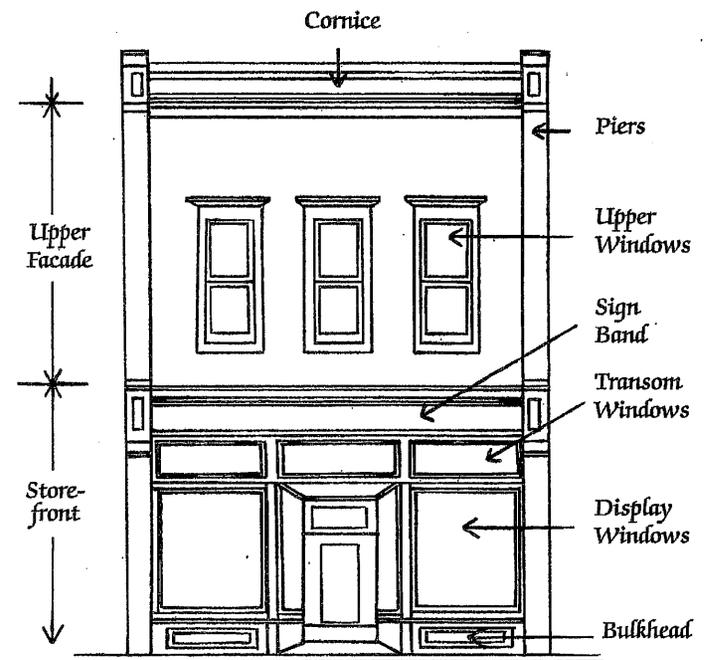
Over the years changes have occurred to commercial buildings in response to various merchandising trends, technology, and changing tenants. In most cases the changes are only at the storefront level while the upper facade remains intact. Most revisions to the storefront area are superficial, leaving the structural integrity of the original storefronts in place.

Storefront Design

The traditional building facade has a well-defined opening that the original storefront filled. The opening is bounded on each side by piers that were usually constructed of masonry. It is bounded on the top by the storefront cornice which is the structural member that supports the upper facade, the opening is bounded below by the bulkheads and sidewalk.

The storefront is composed almost entirely of windows. The large glazed opening of the storefront served as an area to display goods. Additionally, the transom windows above the display area served to allow natural light to reach deep into the store thus minimizing the need for artificial lighting.

The windows of the storefront are also an important factor because they contribute to the overall proportion of the facade. The proportion of window to wall areas in the traditional facade calls for more glass and less wall at the storefront level. It is balanced by more wall and less glass on the upper facade. When buildings were constructed using these proportions, the downtown maintained a consistent design theme.



TRADITIONAL FACADE
COMPONENTS

Storefront Improvements

In considering improvements to the facade it is very important that the original storefront opening is respected and maintained. The renovated storefront should be designed to fit the dimensions of the original storefront opening.

Ideally, the basic storefront design should include: large windows with narrow framing members, a recessed entrance, an overhead transom, a storefront cornice, an exposed structural element of a horizontal sign panel at the top of the storefront cornice to separate it from the upper facade, and low bulkheads at the base to protect the windows and act as a platform for window displays. The basic configuration can be constructed from traditional or contemporary materials.

Key points to consider in storefront improvements:

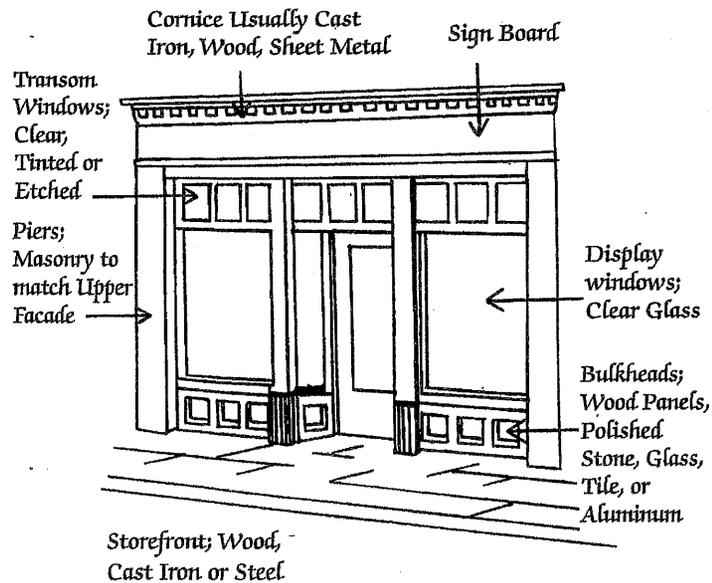
- The storefront should be composed almost entirely of glass. If glass is not appropriate for the business, consider the use of interior window treatments as a solution.
- The entry should be maintained and restored in its original location and configuration. If the original entry has been changed, the new entry should be designed and placed considering traditional design themes and its relationship to the overall building facade and symmetry.
- Transom windows that have been covered or blocked should be restored.
- Storefront bulkheads should be restored or renovated.
- Original elements such as cast iron columns, storefront cornices, entry doors and lighting fixtures should be restored.
- Lighting, signage and awnings should all be integrated into the overall design of the storefront.

The storefront design must be true to the time period in which the building was constructed. Renovating late 19th and early 20th century buildings such as the ones we have in Burlington with inappropriate historical motifs is unsuitable.

Building owners planning the renovation of a storefront will find it very helpful to contact the Burlington Historical Society to inquire if any historic photographs of the building are available. These photographs can be valuable tools in helping to determine the original design, materials, and signage used on the building.

Storefront Materials

When designing a new storefront or renovating an existing storefront, the goal should be a transparent facade. Keeping the storefront materials simple and unobtrusive will help to achieve this goal. There is no need to introduce additional types of building materials to those that originally existed on the building.



COMMON STOREFRONT MATERIALS

Utilization of existing materials is preferred whenever possible. Repairing those materials when not up to standards is more appropriate than replacing them. If replacement is necessary, quality materials and their consistent use throughout the building is necessary to achieve simplicity and uniformity in the design.

Typical examples of materials and their location on the storefront:

- Storefront Frame – wood, cast iron, anodized aluminum
- Display Windows – clear untinted glass
- Transom Windows – clear, tinted, stained or etched glass
- Entrance Doors – wood or commercial aluminum with a large glass panel
- Bulkheads – wood panels, polished stone, glass, tile or metal clad plywood panels
- Storefront Cornice – wood, cast iron or sheet metal
- Side Piers – same material as the upper facade (typically masonry)

Certain materials should never be used on traditional commercial buildings because they have no relationship to the building's original design themes and therefore flaw the consistency of appearance of the building and as a result the entire downtown area. Such inappropriate materials include but are not limited to: cultured stone, artificial brick, rough textured wood siding, wooden shingles on mansard roofs, gravel aggregate and stucco materials.

Color

As with materials, the color scheme chosen for the facade should be sensitive to the time period of the building. It should also be sensitive to the neighboring buildings and to the style of the building itself.

If the masonry facade was painted at some time and the paint seems to be holding - it should be painted again. When repainted the masonry should be within its natural color range.

Colors should accentuate the architectural details of the building. The levels of coloration can be broken down as follows:

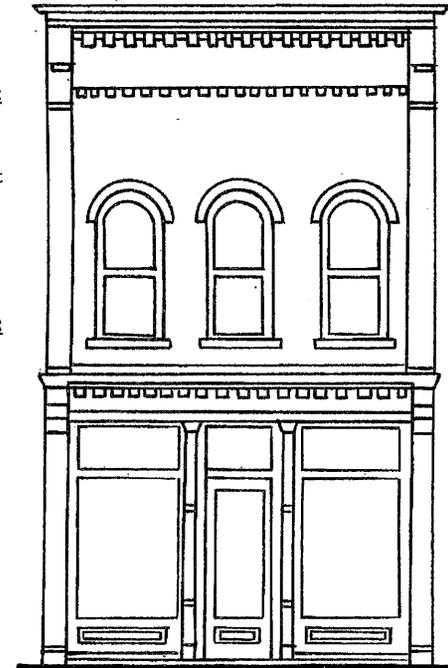
- Base Color
- Major Trim Color
- Minor Trim Color
- Accent Color

Base Color: Wall Surfaces, Storefront Piers,
Cornice – When it is the same material as
the wall

Major Trim Color:
Cornice, Window
Hoods, Window
Frames, Storefront
Cornice

Minor Trim Color:
Window Sash,
Doors

Accent Colors:
Small Details on
Window Lintels,
Cornices,
Columns,
Bulkheads



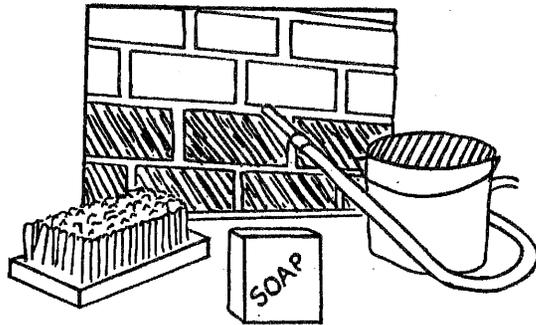
PAINT SCHEME COMPONENTS

MAINTENANCE AND REPAIR

Many of the buildings in downtown Burlington possess two favorable qualities. One is that they have been minimally altered, thus keeping the structural integrity intact. The second quality is the survival of original design features and materials. Many alterations consist of materials that were merely attached to existing walls and did not involve reconstruction or demolition. This very favorable situation will enable downtown property owners to renovate and repair their buildings with little effort. With very few exceptions, each building can easily be restored to its original design creating a beautiful and visually pleasing business center.

Before considering any repair or remodeling, materials should be examined by an architect or contractor as to their actual condition and potential for cleaning and repair. Once the materials have been evaluated then cleaning, maintenance, and repair may proceed.

All work should be professionally done, so that proper equipment and technique can be utilized. A brief description of repair and maintenance follow for the property owner's basic familiarity.



*Use of a detergent and scrub brush
is the safest method*

Masonry –

Many of the buildings in downtown Burlington are constructed of brick; there are few made from stone or concrete block. It should not be assumed that all masonry needs to be cleaned. Minor staining or discoloration adds character to the structure and should remain as an acceptable condition. If the masonry is deemed unacceptable, several cleaning methods may be used. Because of the wide variety of unforeseeable factors in masonry cleaning, a test patch of the chosen method in an inconspicuous area of the building should always be required.

Water Cleaning –

Washing with water and a detergent is the simplest method and is successful on lightly soiled masonry. This method is probably the easiest for the amateur. Water cleaning involves two steps: the first is spraying with water to presoak the masonry, thus removing dirt deposits not tightly bonded to the surface. The final step involves scrubbing with a hand or power brush.

Whether done by an amateur or professional, care must be taken to avoid water damage. Brick cleaning should be done before finishing the interior of that particular wall to avoid water damage. Water cleaning should be avoided in colder weather, as absorbed water can freeze and fracture surfaces. Test washing a small area of the wall will determine how long it will take and how effective it will be.

Pressurized Water Cleaning –

PRESSURIZED WATER CLEANING SHOULD NOT EXCEED 600 PSI ON MASONRY SURFACES AND EXTREME CARE SHOULD BE TAKEN WHEN CLEANING WOOD SURFACES WITH WATER.

High pressure water cleaning can be as detrimental as sand blasting on some building surfaces. The process uses special equipment to develop enough hydraulic pressure to "force spray" the building surface. If too much pressure is used it will force mortar out from between the joints creating the need to repoint the masonry. It can also severely damage already unsound masonry. Interior water damage and unacceptable water absorption are also concerns with this method of cleaning.

Chemical Cleaning –

Due to the large variety of chemicals, potential toxicity, clean-up, and specialized equipment, professional help must be used. Chemical cleaning is best suited for paint removal and for the removal of deep stains. Once the chemical has been applied and the paint has softened, it is then rinsed off with a spray of water not to exceed 600 psi. Care must be taken in the use of acids. It is important to recognize that even in a diluted solution, acids can be harmful to limestone, marble and some types of metals.

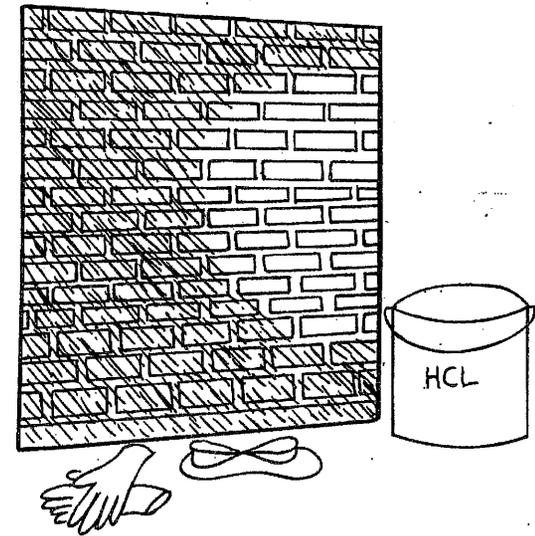
Sandblast Cleaning –

SANDBLASTING IS NOT RECOMMENDED ON ANY MASONRY WALL.

Sandblasting is the most detrimental of all cleaning methods, especially when considering brick. Sandblasting removes the hard outer surface of the brick and exposes the softer inner surface to weathering. The pitting and roughness that sandblasting creates will hasten premature weathering and damage. Sandblasting can, however, be used for the cleaning of cast iron.

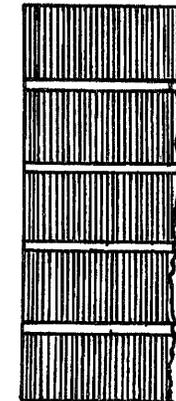
Tuckpointing –

Weathering of masonry also involves the mortar joints. If the masonry is to be cleaned, the addition of new mortar to the joints may be necessary. This is called tuckpointing. The joints are first thoroughly cleaned in a manner which will be the least damaging to the sound mortar still in place and to the bricks. Then, new mortar that matches the historic mortar in color and texture, and is softer than the brick and is as soft or softer than the historic mortar can be filled in and finished to match the original depth and style of the joint. Mortar can also be tinted to match any existing color. After tuckpointing, the surrounding masonry must be cleaned free of the excess mortar.

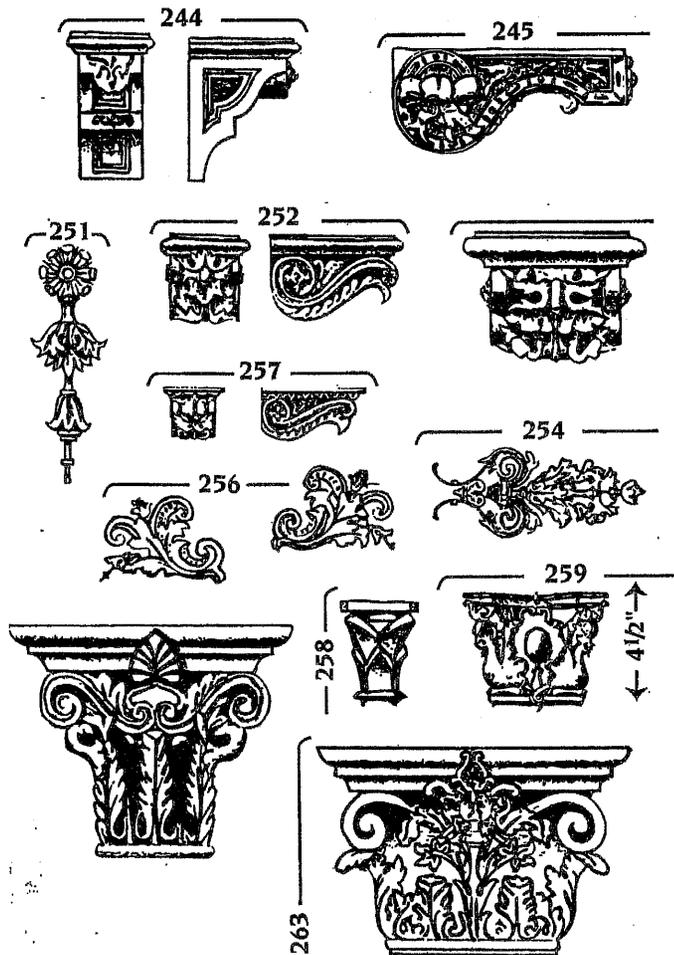


DO A TEST PATCH FIRST TO DETERMINE EFFECTIVENESS

Sandblasting destroys outer surface of the brick exposing the softer inner surface to weathering



Zinc Roofing & Ornamenting Co.



Wood

The exterior use of wood on buildings in downtown Burlington has been primarily for the construction of window and door framing. Although masonry dominates storefronts as a building material, wood was also used in creating cornices, brackets, bracing and trim. It is important to recognize the value of retaining the wood elements contained in the original design to keep the building's integrity intact.

When repairing wood there are a variety of options that can be used depending upon the severity of damage. Retaining the existing wood is the first option to be considered. Repairing the wood in place, whether by splicing or using a consolidant, is the next best method. Total replacement of the damaged wood is the final option. The philosophy being, retain if it is possible, repair if it is necessary, and replace if there is no other option.

Architectural Metals

Architectural metals such as cast iron, copper, galvanized steel, tin and zinc, are also used on the traditional building facade. Aluminum can also be found, primarily on window and door frames.

Any metal encountered can be cleaned. As with masonry, care must be taken to avoid damage by using the gentlest means possible. Sand blasting is to be avoided on all metals with the exception being cast iron. Softer metals can be cleaned with solvents or sanding.

Ferrous metals (metals with an iron content) such as steel door frames, should be painted to prevent rusting. Copper, stainless steel or other similar metals are meant to be exposed. Aluminum can be painted, unpainted or installed with a factory finish.

Metals that are damaged beyond repair can be reconstructed from a variety of materials including wood, fiberglass, epoxy, or another metal. Please note, there is a naturally occurring reaction called electrolysis which happens when two dissimilar metals come into contact with each other. The result is damaging to both surfaces. When replacing a damaged element with metal always be sure to insulate between the two dissimilar metals.

Windows

Windows are a prominent and important feature of storefronts. Unfortunately, they are often the most altered and neglected of storefront materials. Repair of the existing window frames and sash should be done whenever possible. This can be accomplished by patching, splicing and consolidating the existing materials. Only if the existing windows are beyond repair should total window replacement be considered. Good windows contain several attributes.

1. **ENERGY CONSERVATION** – Modern units contain insulated glazing and “thermally broken” frames. Both glazing and frames contain either an air space or gasketing to eliminate frost and moisture penetration. If original units are repaired, custom fabricated storm units can be installed to provide similar energy savings.
2. **LIGHT QUALITY** – Proper sizing of the storefront window will enhance the amount of natural light entering the store. Modern glass can even control the type of light entering through it. This type of glass is known as E-rated glass and can help prevent the discoloration of merchandise. All storefront glass should be untinted.
3. **AESTHETICS** – Window manufacturers offer many colors, shapes and styles in a variety of standard and custom sizes. Custom units can be made to fit any opening or building style. Properly designed windows will enhance the original character of the building and add to its overall value.

If windows are to be completely replaced, the new units should fill the entire original opening and match the profile of the existing units. If replacement windows are currently in place that do not fill the entire opening the new units should restore what has been lost through the previous remodeling. Consideration should be given to the window mullions which will help provide design continuity throughout the entire building.

A WORD OF WARNING

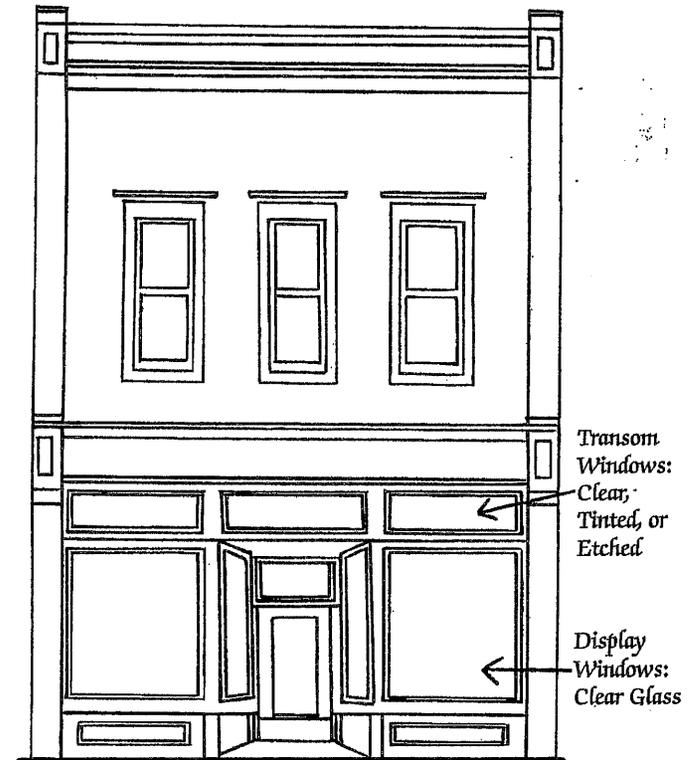
Maintenance and repair of existing buildings often require removal of undesirable or damaged materials. Burlington's buildings were constructed before asbestos or lead paint were discovered to be hazardous materials. Not only is it unhealthy to remove certain forms of asbestos, it is unlawful. If asbestos or materials containing asbestos or lead paint is suspected, notify an architect or contractor who will verify its presence and recommend a certified removal company, if necessary.

AWNINGS AND SIGNS

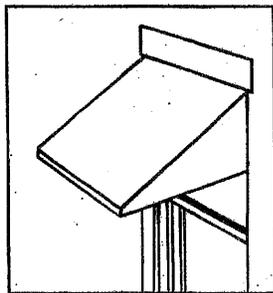
Awnings

Canvas awnings were traditionally used to provide protection for pedestrians and shade for the storefront window. Today, both awnings and signs are important design elements and contribute to the overall appearance of the building. A quality awning and an appropriate sign can add significantly to the image of the business inside the building.

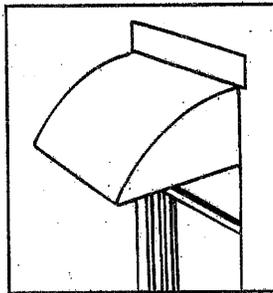
Lettering and signage on the awning should be limited to the valance and ideally will meet the standards set forth in the section on signs and the City of Burlington Sign Ordinance.



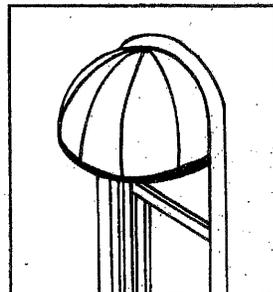
Windows



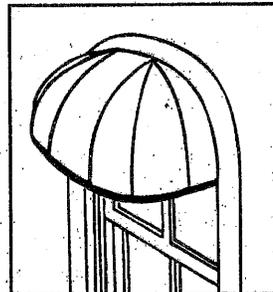
Standard



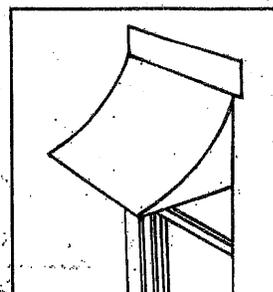
Convex



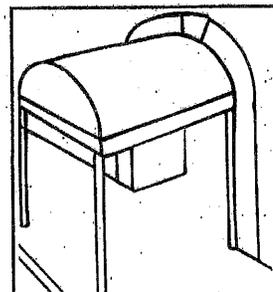
Dome



Bullnose



Concave



Marquee

Cloth awnings are the type typically used in historic downtowns. Other materials are available and may be acceptable provided they reinforce the integrity of the building and the surrounding buildings.

The awning color selected should be compatible with the building and with adjacent buildings.

The traditional commercial awning profile is of the watershed design, a standard design with straight seams and no curves. Other profiles are available but tend to be too contemporary when placed on a traditional facade. The dome or bullnose profile should only be used in conjunction with arched window openings.

Sign Guidelines and Recommendations

The purpose of these guidelines is to make suggestions to building owners on how to better enhance their business image and the image of downtown Burlington through signage. After a building's facade, signage is the next most important element in creating a positive first impression on customers. These recommendations have been written with the intention of promoting voluntary change. The committee has had to consider both the needs of the business and the public. It should be noted that in all cases concerning signage the City of Burlington Sign Ordinance, section 2-17-0609, and the city Building Inspector should be consulted.

Types of Signs:

PLASTIC FORMED SIGNS – are not appropriate for downtown. Their original intention was to be used in strip shopping center areas and with newer structures. The integrity of the historic building is lost when plastic formed signs are applied.

NEON – is an appropriate sign type for downtown, especially on some buildings that were built between 1920 and 1950. The size should fit within the guidelines published in this booklet.

WOODEN – painted or carved signs, or wooden letters are appropriate for all buildings in downtown.

BANNERS and CLOTH SIGNS – are appropriate for the downtown area. Care must be taken to be sure that the sign is fastened securely.

METAL – aluminum, copper and steel are a few of the options available for metal signs and are appropriate for downtown.

PAINTED – signs placed directly on the storefront window are appropriate for downtown.

STANDARDS FOR SIGNS

SIZE – The size of the lettering on the sign usually determines the size of the sign. The lettering should be no larger than 12 inches in height, and cover no more than 60% of the surface area of the sign board. The actual sign board should be no larger than the length of the building and two feet high.

NUMBER OF SIGNS – Each business should have no more than three signs on its storefront, indicating the name and type of business. The building number is not considered a sign. The committee recommends that all businesses paint their building number somewhere near the entrance of the business. There should be only one overhanging sign, one flush mounted sign and one window sign or signage on the awning. Each business should have no more than one sign on the back of the building. Signs used on the rear facade of buildings should be similar in style and color to the front signage.

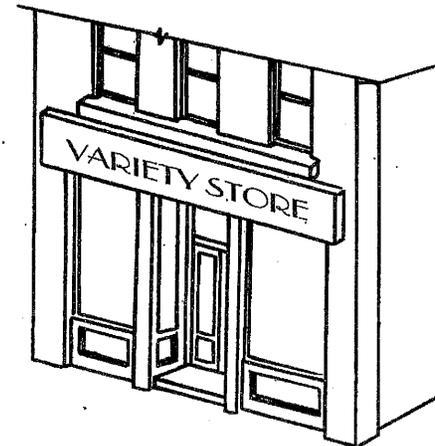
PLACEMENT OF SIGNS – Signs may be flush mounted on the building. Two places which are ideal for signage, depending on the type of sign being considered, are the transom area and that area directly over the transom. Overhanging signs are also acceptable and should be limited to one per business. Overhanging signs must meet the requirements in the city sign ordinance. Signs may also be painted on the window or on the awning valance.

Too much signage, poorly maintained signage, or signs placed in competition with one another can give the entire downtown a negative image. Each business owner should be aware of how their signs look in relationship to their buildings, their neighbors' buildings and also how their signs affect the look of the business district as a whole.

LIGHTING

Buildings are illuminated for a number of reasons such as business identity, prestige, aesthetics, safety, or symbolism. Regardless of reason, lighting is a subtle and refined, yet highly effective means of advertising.

Today's light sources provide an excellent opportunity to enhance the charm and individual characteristics of a building's exterior. Whatever the application, well-planned night-time lighting is a chance to dramatize building facades with a minimal investment. Neon lighting can be an option if it is in keeping with the historic character and time frame of the building.



Letters are to be 50% (maximum) of the height of the signboard

Window signs should be small and concise so as to not interfere with the merchandise

Entry Lighting

A recessed light fixture with a diffuser lens can often be incorporated in an entry way if a sufficient cavity above is available. Other alternatives are surface mounted ceiling fixtures or possibly traditional style wall mounted lanterns, as long as they are appropriate for the building style.

Sign Lighting

Depending on the type and style of signage, most can be illuminated with directional light sources mounted directly to the sign or from the building. Consideration must be given to passing pedestrian and vehicular traffic, so that the lights do not create glare.

VISUAL SCREENING

Many places of business require outside trash receptacles, mechanical units and other apparatus that is obtrusive, unsightly and often impedes pedestrian traffic. As essential as this equipment may be, these objects provide little to the aesthetics of the building. There are several methods of reducing their negative effects.

1. **ELIMINATION** – If possible, eliminate these objects. Trash receptacles can be located inside if there is space available without endangering health or creating an odor problem. Air conditioning condensers can be roof mounted and electrical transformers can be installed inside the building. It must be noted however, that some equipment must be housed in fire-rated and ventilated areas.
2. **PLACEMENT** – The most economical method of “screening” is placing unwanted objects away from pedestrian and vehicular traffic. Attention should be given to access for maintenance and pickup, especially if the objects in question are trash receptacles. Consideration should also be given to adjacent property owners and their pedestrian and vehicular traffic patterns.
3. **CONCEALMENT** – In many instances, trash receptacles, condensers or transformers must occupy the same general area desired for pedestrians. At that point the only option is concealment. There are many types of visual barriers that are available. The preferred method would be to construct the barrier out of the same material as the adjacent building. Barriers can also be made of wood or metal fencing material, but keep in mind that wood is the preferred material when considering historic buildings. Another viable option would be to use landscaping as concealment. Landscaping can be a beautiful addition to any downtown area.



Pine Street, Burlington, Wisconsin

PEDESTRIAN ACCESS

Building entrances must be planned in such a way as to ensure convenience, safety and repeat business. Customer access must be associated with a clear identification of entry points.

Front Entrances – are an integral part of the storefront design. It is the first impression a customer has of a business and is therefore very important. A strong image and positive first impression can be created around the front entrance by taking into account how awnings, canopies, color, lighting, signs, and the overall proportions will affect the customer.

Rear and Side Entrances – are important additional points of entry and should not be overlooked. In some instances these additional points of entry are accessible to more convenient parking than the front entrance. For that reason, rear and side entrance treatments should include the entire exposed wall for identity. The potential impact of those walls should not be overlooked.

A combination of front entrances along with side or rear entrances is known as “double fronting”. There are certain advantages to this:

1. Circulation patterns are enhanced.
2. Customers may have better access to off street parking.
3. Store identity can be created on more than one side of the building.

INFILL STRUCTURES

Appropriate new construction on vacant downtown lots is encouraged. The success of these buildings can be enhanced by recreating the rhythm of existing building facades. It is important that individual buildings act as part of the entire street facade, also known as the streetscape. When a building is missing and a parking lot or out of scale building is built, for example, the streetscape is disrupted and the rhythm of the buildings is thrown off.

The design of the new buildings must be compatible with neighboring buildings. Because these infill buildings are new they should look new and not attempt to duplicate historic structures. The appearance, however, should be sensitive and appropriate to the characteristics of the surrounding buildings. Infill structures must take design cues from existing architectural parameters already established in the downtown area, such as height, width and the rhythm of the bays that surrounding buildings have established.



Western Corner of Chestnut and Pine Streets



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: September 28, 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 September 21, 2017 with actual balance remaining of \$16,752.46 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 three projects currently under construction.

Executive Action:

This item is for discussion only at the September 28, 2017 Historic Preservation Commission meeting.

Burlington HPC - Façade Grant Funding, Round #7 - \$50,000

Applicant Name/Company	Property Address	Total Improvement Amount Proposed	Grant Amount Approved for Funding	Notes	Approved Date	Expiration Date	Funded	Amount Funded	Date Paid
David Flitcroft - Flitcroft Rentals	580-588 N. Pine Street (rear façade)	\$10,600.00	\$5,000	See below **	3/9/2017	3/9/2018	Yes	\$4,874.64	9/15/2017
Commercial Investment Properties Corp.	525 Milwaukee Avenue (front)	\$22,298.13	\$5,000		3/23/2017	3/23/2018	Pending	Pending	Pending
Thrivent Financial	400 N. Pine Street (front)	\$33,362.00	\$5,000		3/23/2017	3/23/2018	Pending	Pending	Pending
Thrivent Financial	400 N. Pine Street (side)	\$22,549.00	\$5,000		3/23/2017	3/23/2018	Pending	Pending	Pending
Thrivent Financial	208 E. Washington Street (front)	\$12,676.00	\$5,000		3/23/2017	3/23/2018	Yes	\$5,000.00	9/15/2017
Thrivent Financial	208 E. Washington Street (side/alley)	\$13,623.00	\$5,000		3/23/2017	3/23/2018	Yes	\$5,000.00	9/15/2017
Cassandra Spiegelhoff - C. Mae Designs	202 E. Chestnut Street (awning)	\$1,695.79	\$847.90		5/25/2017	5/25/2017	Yes	\$847.90	8/14/2017
Uncle Steve's Garage	564 N. Pine (rear)	\$5,050.00	\$2,525		5/25/2017	2/25/2018	Yes	\$2,525.00	8/11/2017

Obligated Funds:	\$	50,000.00
Total Distributed to Date	\$	18,247.54
Pending	\$	15,000.00
Actual Balance Remaining:		
\$20,000 Less Total Disbursed and Pending =	\$	16,752.46

Updated: 9/21/2017

NOTES:
(a) Total Round 7 funding includes: \$50,000 allotment (2017)
** Flitcroft Rental's total payment was lower than the original estimate provided with the COA and grant application

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	Expiration Date	Funded	Amount Funded	Date Paid
Nicole Hayes - Rugan's	597 N. Pine (Pine Street Side)	\$13,400.00	\$5,000		3/24/2016	3/24/2017	Yes	\$5,000	8/30/2016
Nicole Hayes - Rugan's	597 N. Pine (Milw. Ave. Side)	\$12,691.00	\$5,000		3/24/2016	3/24/2017	Yes	\$5,000	8/30/2016
Michelle Peterson - MPC Property Management	120 E. Chestnut Street	\$15,419.21	\$5,000		3/24/2016	3/24/2017	Yes	\$5,000	11/29/2016
Jonathan Thorngate - LifeBridge	457 Milwaukee Avenue	\$60,000.00	\$5,000		3/24/2016	Org: 3/24/17 New:3/24/18	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>

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: 9/21/2017

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

Burlington HPC - Façade Grant Funding, Round #5+- \$20118.62 (a)

Applicant Name/Company	Property Address	Total Improvement Amount Proposed	Grant Amount Approved for Funding	Notes	Approved Date	Experation Date	Funded	Amount Funded	Date Paid
Raw Salon & Spa	332 N. Pine Street	\$10,035.50	\$5,000.00	Expired	6/25/2015	6/25/2016	None - Returned	None - Returned	Expired
Face It	240 E. Chestnut Street	\$1,500.00	\$750.00		8/27/2015	8/27/2016	Yes	\$750.00	9/25/2015
Keuper Mercantile (old Scheutte Daniels)	413 & 425 N. Pine Street - west side	\$13,705.00	\$5,000.00	Extended for 1 yr.	10/22/2015	Org: 10/22/16 New:10/22/17	Pending	Pending	Pending
Keuper Mercantile (old Scheutte Daniels)	413 & 425 N. Pine Street - east side	\$9,552.00	\$4,776.00	Extended for 1 yr.	10/22/2015	Org: 10/22/16 New:10/22/17	Pending	Pending	Pending
Keuper Mercantile (old Scheutte Daniels)	413 & 425 N. Pine Street - north side	\$19,447.00	\$4,592.62	Extended for 1 yr.	10/22/2015	Org: 10/22/16 New:10/22/17	Pending	Pending	Pending
Steve Madey - Uncle Steve's Garage	564 N. Pine Street	\$13,000.00	\$3,025.00		7/28/2016	7/28/2017	Yes	\$3,025.00	4/28/2017
Paul Schroeder - Ide Fine Jewelry	348 N. Pine Street	\$3,950.00	\$1,975.00		7/28/2016	7/28/2017	Yes	\$1,975.00	11/17/2016

Obligated Funds:	\$20,118.62
Total Disbursed to Date	\$5,750.00
Pending	\$14,368.62
Actual Balance Remaining: \$20,118.62 less Total Disbursed and Pending =	\$0.00

Updated: 9/21/2017

NOTES:
(a)Total Round 5 funding includes: \$20,000 allotment (2015) , \$118.62 undisbursed funds from Round 4