CITY OF BURLINGTON

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

AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, OCTOBER 26, 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. Approval of minutes of September 28, 2017

4. Letters and Communications: None

5. Old Business:

   A. Downtown Historic District Façade Improvement Grant Policy for finalization.

   B. Review of Mercantile north wall.

6. New Business:

   A. <u>316-344 N. Pine Street</u>
      1) Certificate of Appropriateness for the front and rear façade
      2) Façade Grant application for the front façade
      3) Façade Grant application for the rear façade

   B. <u>557 N. Pine Street - Arcade Driving School</u>
      1) Certificate of Appropriateness for the front façade
      2) Façade Grant application for the front façade

7. 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.

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HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, September 28, 2017

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

CITIZEN COMMENTS

Judith Schulz, 533 Milwaukee Avenue, questioned if there is a fee charge for the Façade Grant application. Megan Watkins, Director of Administrative Services, responded there is a fee for a Certificate of Appropriateness application of $150 and not for the Façade Grant. Ms. Watkins stated this fee offsets the cost for the plan review.

Shad Branen, 425 N. Pine Street, presented an update of the Mecantile building. Mr. Branen stated he submitted his receipts to receive the grant funds for the front and rear façade. Mr. Branen stated he is aware of his grant expiring October 22, 2017 and explained that the north wall (green wall that faces the bank) has not been completed because of a possible mural opportunity that was suggested to him by students and was hoping this could be an option. Mr. Branen stated the painting process of the north side is still in question as to the best way of handling this. Commissioner Erickson and Aldermanic Representative Kott stated the response team suggests to repaint the lower boxed area, located in the front, that is currently copper/bronze/gold trim to a darker green color, pending the original Certificate of Appropriateness approval. Mr. Branen stated the bronze color is actually made of metal. Commission Erickson explained he will email city staff the decision and have Gregory Guidry, Building Inspector, get in touch with Mr. Branen.

APPROVAL OF MINUTES

Commissioner Erickson moved, and Alderman Kott seconded to approve the minutes of August 24, 2017.

LETTERS AND COMMUNICATIONS

Chairman Stelling stated there are no letters and communications, but handed out an email correspondence with changes in Federal and State programs and how the tax credit will be distributed.

OLD BUSINESS

None

NEW BUSINES

A. Downtown Historic District Façade Improvement Grant Policy. This item was tabled at the August 24, 2017 meeting.

- Chairman Stelling introduced and opened this item for discussion.

- Commissioner Eisenhardt moved, and Commissioner Erickson seconded to take this item off the table.

- Megan Watkins, Director of Administrative Services, presented thoroughly the changes to the new Façade Improvement Grant Policy. Ms. Watkins stated all funds come from a general fund and valid for one year. The Commissioners discussed changes to the following sections: eligibility, non-eligibility, approval process, post approval process and suggested adding a definition section. Ms. Watkins stated that Alderman Tom Preusker offered the idea of having a waiting list for applicants, as well as the splitting the grant distribution to twice a year. The Commissioners agreed not to have a waiting list, since it would be way too difficult to keep track of. The Commissioner also agreed not to split the grant distribution, since the weather can get bad towards the end of the year. Ms. Watkins stated she will make the changes to the policy and send out emails for review prior to presenting it again at the next meeting.

- Ms. Schulz suggested to replace the word addition with restoration in a few places. Ms. Schulz questioned why the landscaping improvements would be an eligible activity for grant funds. The Commissioners ultimately agreed to make it a non-eligible activity.

- There were no further comments.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Stelling introduced and opened this item for discussion.

- Commissioner Erickson stated he would like to approve the distribution for the rear façade at 425 N. Pine Street. Aldermanic Representative Kott requested to see the original color photo of what was approved for the front façade. Commissioner Colwell stated that if the mural was painted, it would need the Certificate of Appropriateness approval. Chairman Stelling also commented it would probably be excluded from the grant.

- Commissioner Erickson moved to extend the façade grant at 425 N. Pine Street for one year to finish the north wall. Ms. Watkins clarified since this item is not on the agenda, it cannot be voted on.

- The Commissioners agreed to make a motion to extend Mr. Branen's façade grant to be placed on next month's agenda for the discussion regarding the north wall.

- Commissioner Erickson withdrew his motion.

- Chairman Stelling asked if meeting on November 30, 2017 would work for everyone since the scheduled November 23, 2017 is Thanksgiving, the Commissioners agreed.

- There were no further comments.

ADJOURNMENT

Commissioner Eisenhardt moved, and Commissioner Erickson seconded to adjourn the meeting at 7:40 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant

CITY OF BURLINGTON

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

Historic Preservation Commission Item: 5A	**Date:** October 26, 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.

At the September 28, 2017 HPC meeting, the Commissioners discussed changes to the following sections: eligibility, non-eligibility, approval process, post approval process and suggested adding a definition section. The suggested changes were made, which can be found in the attached red-lined draft policy.

Executive Action:
This item is for consideration at the October 26, 2017 Historic Preservation Commission meeting.

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. Grants are available on a calendar year cycle, beginning January 1, on a first come, first served basis. The City of Burlington Historical Preservation Commission (HPC) is responsible for administering the Historic District Façade Improvement Grant Program, in conjunction with an approved Certificate of Appropriateness, 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.

No owner or person in charge of an historic structure, historic site, or structure within an HPO Historic Preservation Overlay District shall reconstruct or alter all or any part of the exterior of such property, construct any improvement upon such designated property, or cause or permit any such work to be performed upon such property (including the placement of signage) unless a Certificate of Appropriateness (COA) has been granted by the Historic Preservation Commission.

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 HPO Historic Preservation Overlay District (Exhibit A) that are 50 percent or more commercial/commercial mixed-use 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 Historic Preservation Overlay District.~~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 codes 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 façade ~~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/restoration 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/restoration or addition of entrances, doors, display windows, transoms, or windows.
6. Removal, repair/replacement/restoration 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.
12. Repainting of exterior building surfaces four (4) years after receipt of original façade grant.
13. Repair/replacement/restoration of façade elements to become ADA compliant.

E. Non-Eligible Activities include, but are 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.
10. Landscaping improvements
11. Repair/replacement/restoration of façade elements without an approved Certificate of Appropriateness
12. Repair/replacement/restoration of façade elements prior to four year waiting period.

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 that are drawn to scale and illustrate 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.~~

6. Property taxes and utility payments must be current and applicants may have no debts in arrears to the City when the grant is considered.

V. DEFINITIONS

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.

HPC Response Team

The Building Inspector and two to three members of the HPC will conduct a response team visit to conduct a final inspection of all properties that have completed façade repairs/replacement/renovations in accordance with a Certificate of Appropriateness and Façade Grant. The HPC Response Team shall make a recommendation to grant approval or reject payment of the grant until necessary conditions are corrected.

Architectural Drawings

Project drawings provided by the architect, typically showing the floor plan; elevations (views of the various sides of the structure); finish schedules; and details of moldings, doors, and other such matters necessary for the builder to order the proper materials for construction. Exceptions can include mechanical, electrical and structural drawings, as well as specialized data that are normally handled by specialists in those fields.

Official Use Only
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 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

Applicant

Print	Signature	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~~ encouraged 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!

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: 6A (1)	**Date:** March 23, 2017
Submitted By: Gregory Guidry, Building Inspector	**Subject:** Certificate of Appropriateness for 316-344 N. Pine Street (front and rear)

Details:
John Royel on behalf of Kass Management is requesting approval of a Certificate of Appropriateness located at 316-344 N. Pine Street (front and rear). The proposed project consists of:

- The front façade improvements include: replace and paint broken windows a brown color "Afternoon Tea", stain storefront doors "Golden Oak", paint storefront façade a light yellow color "Canary Green" and a light brown "Toasted Sesame", repair or replace any missing quarry tiles and paint to match existing color and repaint wrought iron fire escape.

- The rear façade improvements include; replace and paint broken windows a brown color "Afternoon Tea", paint rear façade entry doors and frames "Afternoon Tea", repair or replace any missing quarry tiles and paint to match existing color, repaint the wrought iron fire escape and door, and repaint over boarded window areas.

Gregory Guidry, whose memorandum is attached, recommends approval of this request, subject to conditions listed in his October 10, 2017 memorandum to the Commission.

Financial Remarks:
The applicant applied for a Façade Grant as seen in item 6A (2&3).

Executive Action:
This item is for consideration to approve the Certificate of Appropriateness at the October 26, 2017 Historic Preservation Commission meeting and be placed on the November 7, 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: October 10, 2017

Re: Certificate of Appropriateness for 316-344 N. Pine Street

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Desired Outcome: Face lift of building: Repair and replace windows and doors, and paint front and rear of building

Location: Buildings at 316-344 N. Pine Street

Summary: The owner of the building would like to face lift the front and rear of this building. They have applied for a Certificate of Appropriateness in the past; however, the work was never completed.

Recommendation: I recommend that the Historical Preservation Commission recommend to the Common Council approval of this request for the face lift of this building located at 316-344 N. Pine Street, subject to the following conditions:

1. All work shall be per the application materials submitted on September 29, 2017
2. The applicant shall obtain a building permit for the window replacements and any structural work that may come up during window repair work.
3. The applicant proposes to change the paint color in a lot of areas to brown in the rear of the building. Will this be too much brown?
4. The applicant submitted a color chart with the colors choices of Afternoon Tea for the windows and Canary Grass and Toasted Sesame for the storefront, which met the historical colors.
5. I would suggest that all of the windows and trim on the second story in the front of the buildings to match each other, within reason, as one building.
6. I would recommend that all of the abandoned wiring and piping be removed as part of this project. Also remove all weeds and vines growing up in the rear of the building.
7. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

Analysis of Request against Applicable City Ordinance Requirements and Guidelines

Applicable Review Standard	Evaluation	Comments
Has Applicant Submitted All Required Application Materials?		
(1) For Certificate of Appropriateness	Complete	
(2) For Sign Permit Application	NA	
Standards for Signage in the HPO Historic Preservation Overlay District (Section 315-74)		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms), and awning signs	NA	
(3) Projecting and Hanging Signs	NA	
(4) Illumination of Signs	NA	
(5) Limitations on types of window signs (including transom windows)	NA	
(6) Signage Color	NA	

GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors, materials, and window replacement comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	The proposed face lift makes no structural or appearance changes to the building and façade.
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pp. 7-9)	Met	There will be no design changes to the storefront.
Maintenance and Repair (pp. 10-13)	Met	Repair work which will not affect the historical appearance. Front and rear façade improvements include; replace damaged lumber and paint to match existing, replace and paint windows a brown color "Afternoon Tea", stain storefront doors "Golden Oak", paint storefront façade a light yellow color "Canary Grass" and a light brown color "Toasted Sesame", paint the rear façade entry doors and frames "Afternoon Tea", repair or replace missing quarry tiles and paint to match existing color, repaint the wrought iron fire escape and rear door, and repaint over boarded window areas.
Lighting (pp. 15-16)	NA	
Screening (p. 16)	NA	
Pedestrian Access (p. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (p. 19)	Met	
OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS		
Article VII (Signs)	NA	

APPLICATION FEE: $150 pd

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: 316 - 344 N. PINE ST., Burlington, WI
3. Applicant Name: GUS DE BOEY
4. Owner Name: KASS MANAGEMENT
5. Name of Tenant: _____
6. Name of Business: GUS DEBOEY CUSTOM HOMES LLC
7. What is (are) the existing use(s) of the building? 4 STORES & 2ND LEVEL RENTAL UNITS
8. Telephone Number: 224-381-9298 Facsimile Number: _____
9. E-Mail Address: GUSLLC@YAHOO.COM
10. Applicant Mailing Address: 12128 221 AVE BRISTOL WI 53104
11. Does the applicant own the project building? _____ Yes X 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: 9/29/2017
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: COMMERCIAL 100 FT X 26 FT
17. Height of building: APPROXIMATELY 26 FT
18. Exterior material samples to be provided: _____

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

19. Proposed Start Date: 10/30/2017
20. Proposed Completion Date: 11/30/2017

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

Ira Holtzman		09/29/2017
Print	Signature	Date

Applicant

Gus De Boey		9/29/2017
Print	Signature	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!

GUS DE BOEY CUSTOM HOMES LLC
NEW CONSTRUCTION – ADDITIONS
GARAGES – REMODELING
DISASTER RENOVATIONS
224-381-9298

August 20, 2017

Mr. Ira Holtzman
Mr. John Royel

Re – 316 Pine Building
Burlington, Wi.

PROPOSAL

I hereby propose to purchase the materials and provide the labor necessary for the completion of the renovation of the windows and doors at the 316 Pine building in Burlington, Wisconsin. All of the work to be completed will be in accordance with state and local codes. All of the products to be used in the renovation project will be lead free. The paint to be used will be a latex brand exterior grade primer and paint. The work to be performed will be completed as outlined in the SCOPE OF WORK outline.

SCOPE OF WORK;

EXTERIOR FRONT;

- Remove and replace with new all weather damaged lumber on store fronts.
- Prime and paint newly installed lumber to match existing colors.
- Replace with new broken window panes at ground level
- Scrape, re-glaze, replace broken window panes and rotted trim with new on window areas other than store fronts.
- Prime and paint (brown) all non metallic window areas other than store fronts.
- Store front doors – sand, stain (golden oak) seal and exterior grade polyurethane all doors other than painted doors

SECOND FLOOR EXTERIOR FRONT;

- Remove all storm windows
- Re – attach all loose metallic window frame material and replace with new all missing parts with color to match existing
- Re-glaze, scrape, caulk and paint brown all windows total of 18.
- Install new triple track storm windows (brown) total of 18 .complete with screen.
- Caulk as needed all newly installed storm windows.

SECOND FLOOR INTERIOR

- Remove and replace with new 6 bottom window sashes in front section of building. Sashes to be replaced will be complete with glass, primed and painted to match exterior and interior. New window ropes will be installed as needed and attached to existing weights.
- Remove a total of 14 rotted window frames and construct new window frames in light and air shafts
- Prime and paint all newly constructed window frames white exterior and interior
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- Repair with new drywall the skylight walls, tape, sand, prime and paint white complete skylight opening.
- Remove and replace with new 6 window panes in apartment areas.

FIRST FLOOR REAR EXTERIOR

- Remove wooden screens (south corner) total of 4.
- Scrape, re-glaze as needed and paint (brown) windows where screens were removed
- Install 4 new triple track storm windows (brown) at south corner where wooden screens were removed.
- Scrape and paint total of 3 rear entry doors and frames (brown) on first floor.
- Scrape and paint brown boarded over window areas on south section of building.
- Remove and replace with new 2 broken window panes
- Scrape, re-glaze as needed, caulk first floor windows and paint brown.

SECOND FLOOR REAR EXTERIOR

- Scrape, re-glaze as needed, caulk and paint second floor windows.
- Scrape, caulk and paint brown fire escape door.
- Remove and replace with new 8 triple track storm windows brown.

GENERAL

- Basement of beauty shop – remove bottom stair treads. Check for foundation leakage and mold.
- Repair foundation leak with foundation sealer and spray entire are with mold remediation solution. Replace stair treads.
- Beauty shop unit 332 – remove and discard old air conditioner unit at front of store location. Close air conditioner opening and paint to match existing décor (brown)
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- Fire escape – sand as needed to remove all rusted areas. Prime all sanded areas and paint wrought iron black entire fire escape with Rust- Oleum paint.
- Repair or replace broken and missing quarry tiles at store fronts and paint to match existing décor.
- Install new mail slot at unit 344
- Unit 344 strip and stain door to match remaining building doors.

- Remove and discard all debris from job site
- Clean all work areas

The work listed in the scope of work outline will be completed in a workmanlike manner with all of the materials including triple track storm windows for the estimated sum of **EIGHTEEN THOUSAND ~~TWO HUNDRED DOLLARS~~ (~~$18,200.00~~).**

18,200.00 JR

PAYMENTS;
Material down payment of ten thousand dollars is due upon acceptance of this contract.
The triple track storm windows and interior replacement windows will be ordered immediately and should be delivered within fourteen business days. The painting will be started within 5 business days of the issuance of permits.

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The payment of the balance of three thousand two hundred dollars is due upon completion of the work listed in the scope of work outline.

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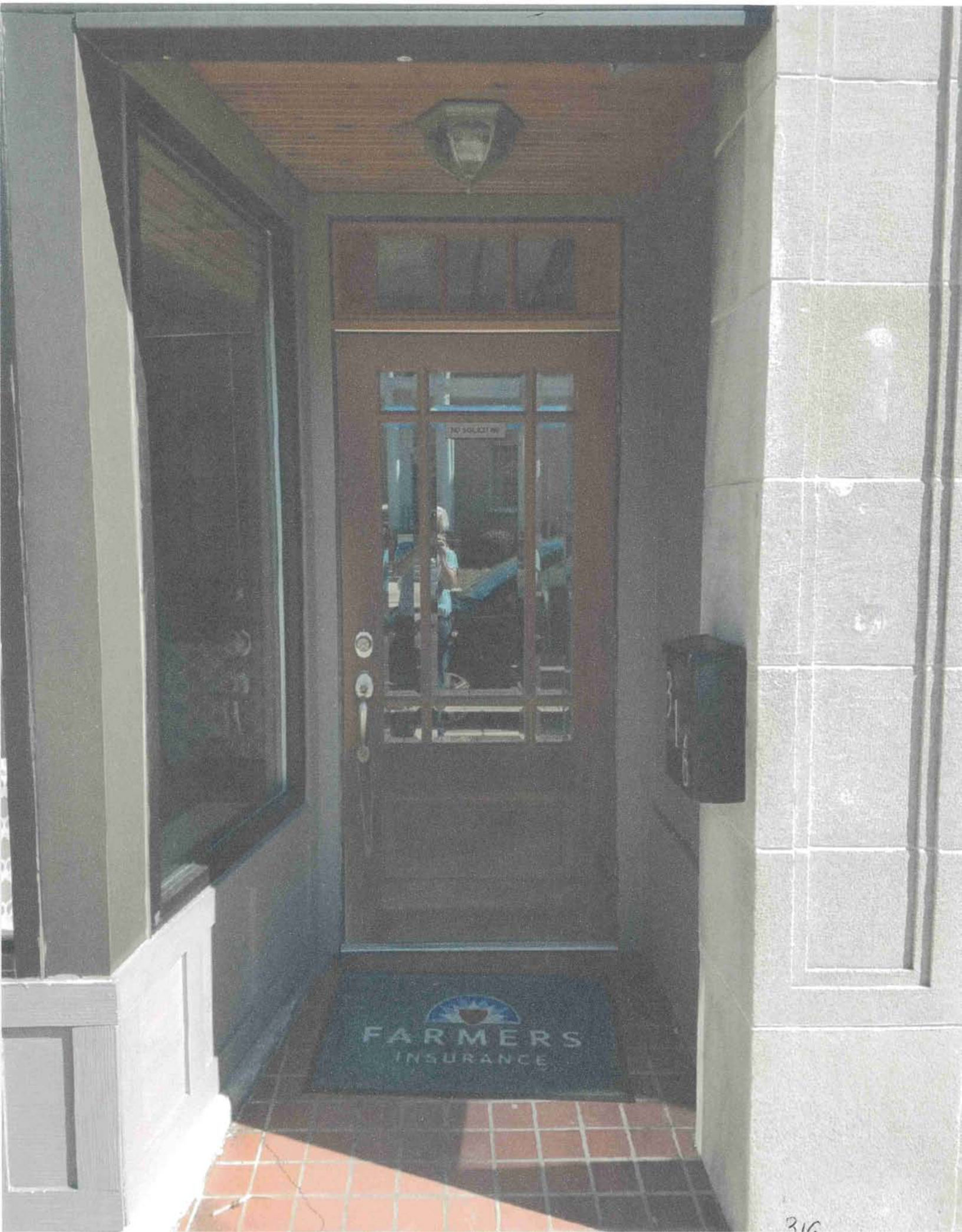
The estimated time of completion weather permitting is twenty-eight business days from start to finish. A storage area will be needed for that duration to store materials and equipment.

ACCEPTANCE OF CONTRACT

I with my signature as owner or agent acting for the owner do hereby agree with the terms of this contract and authorize Gus DeBoey Custom Homes LLC. to perform the work as listed in the scope of work outline. All of the payments will be made as listed herein.

Authorized Signature _____

Date 9/26/17



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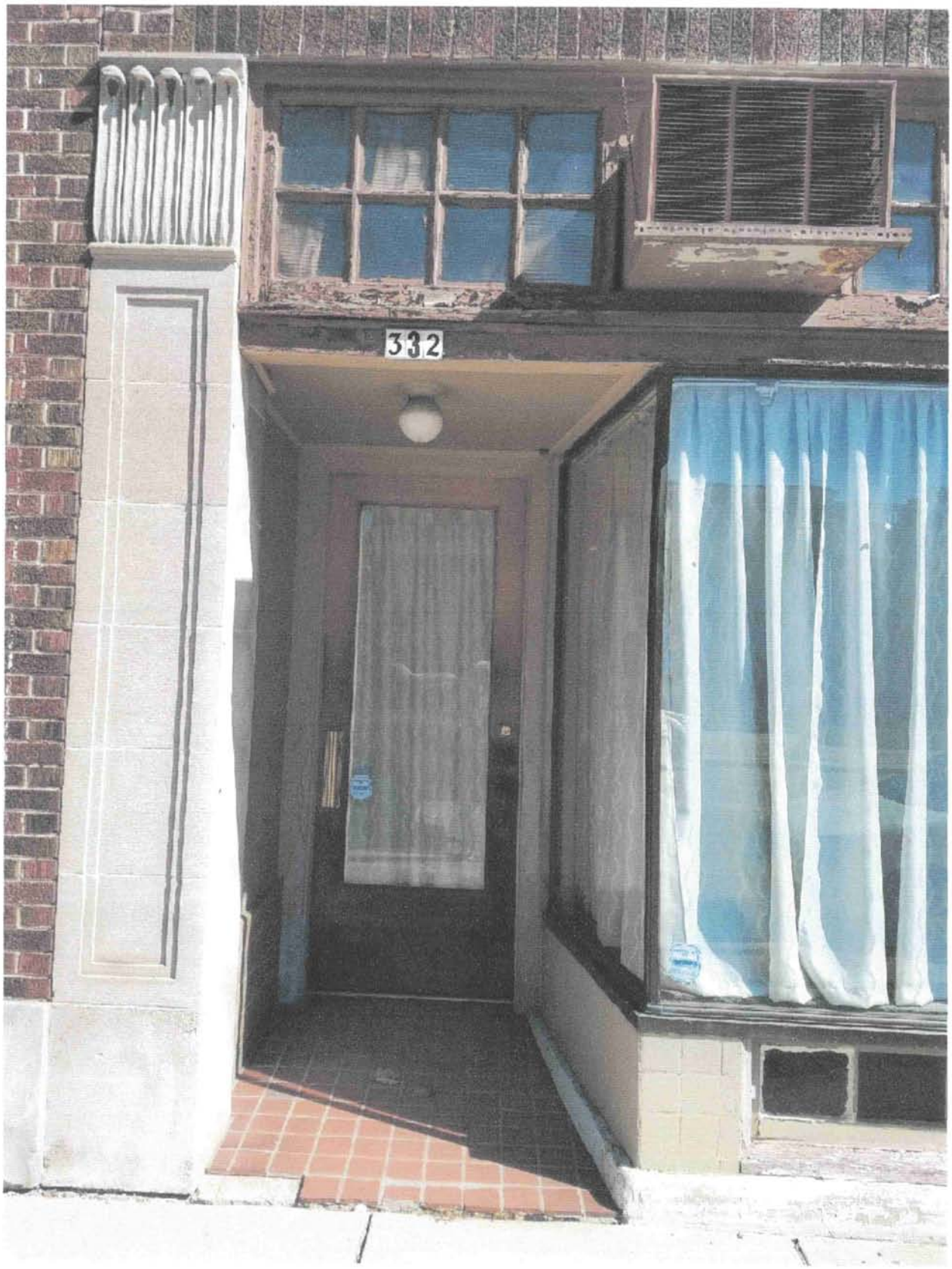
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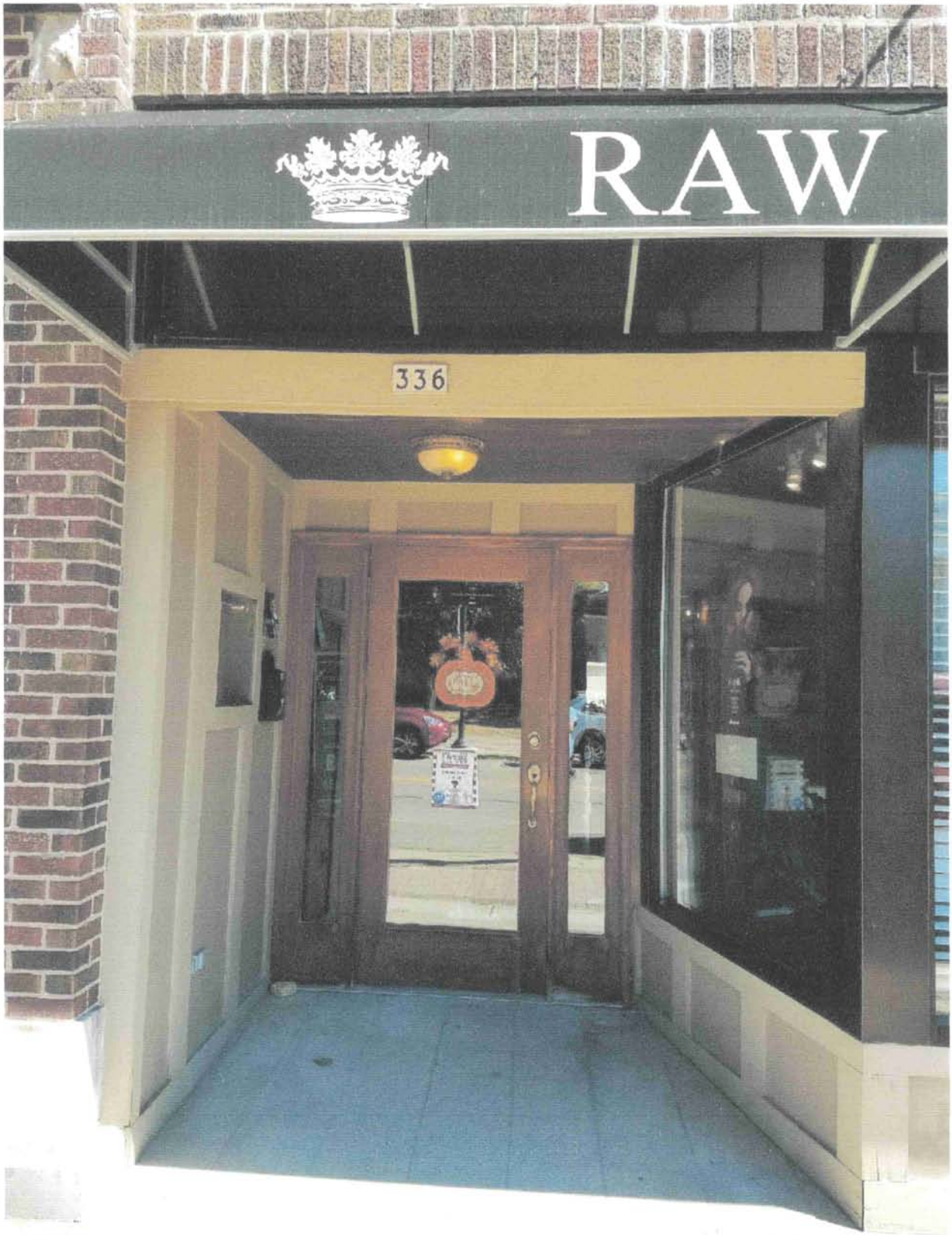
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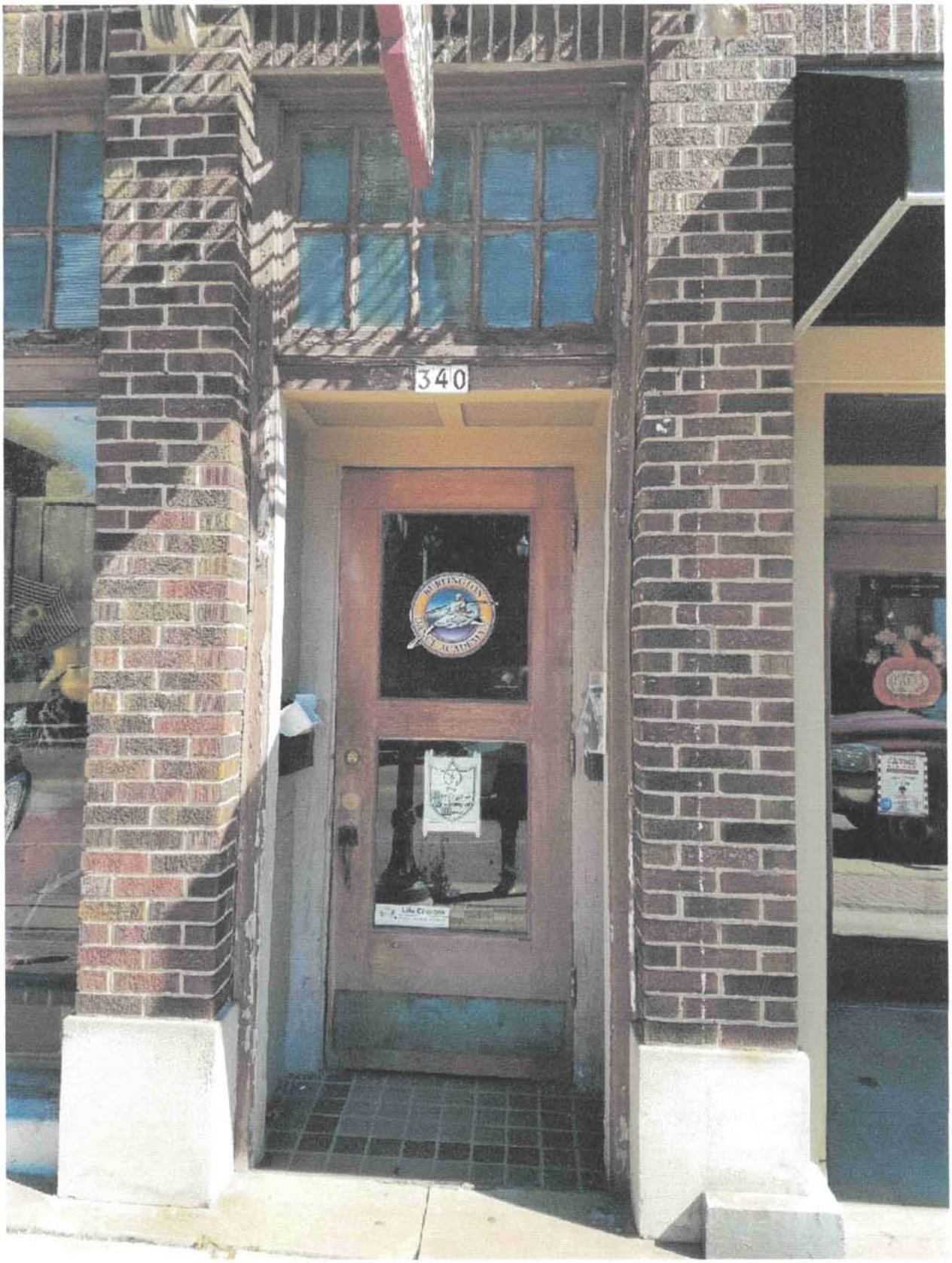
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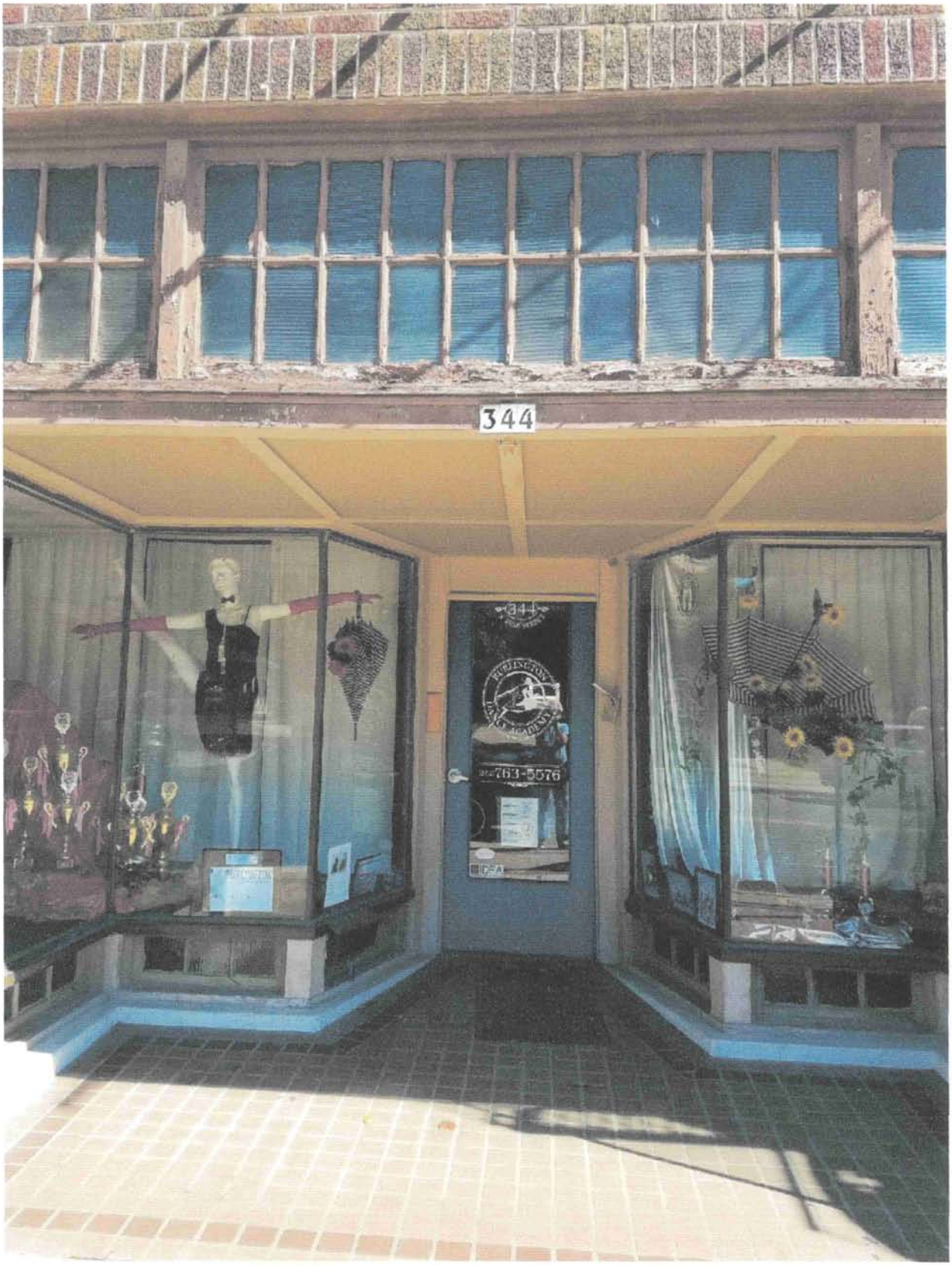
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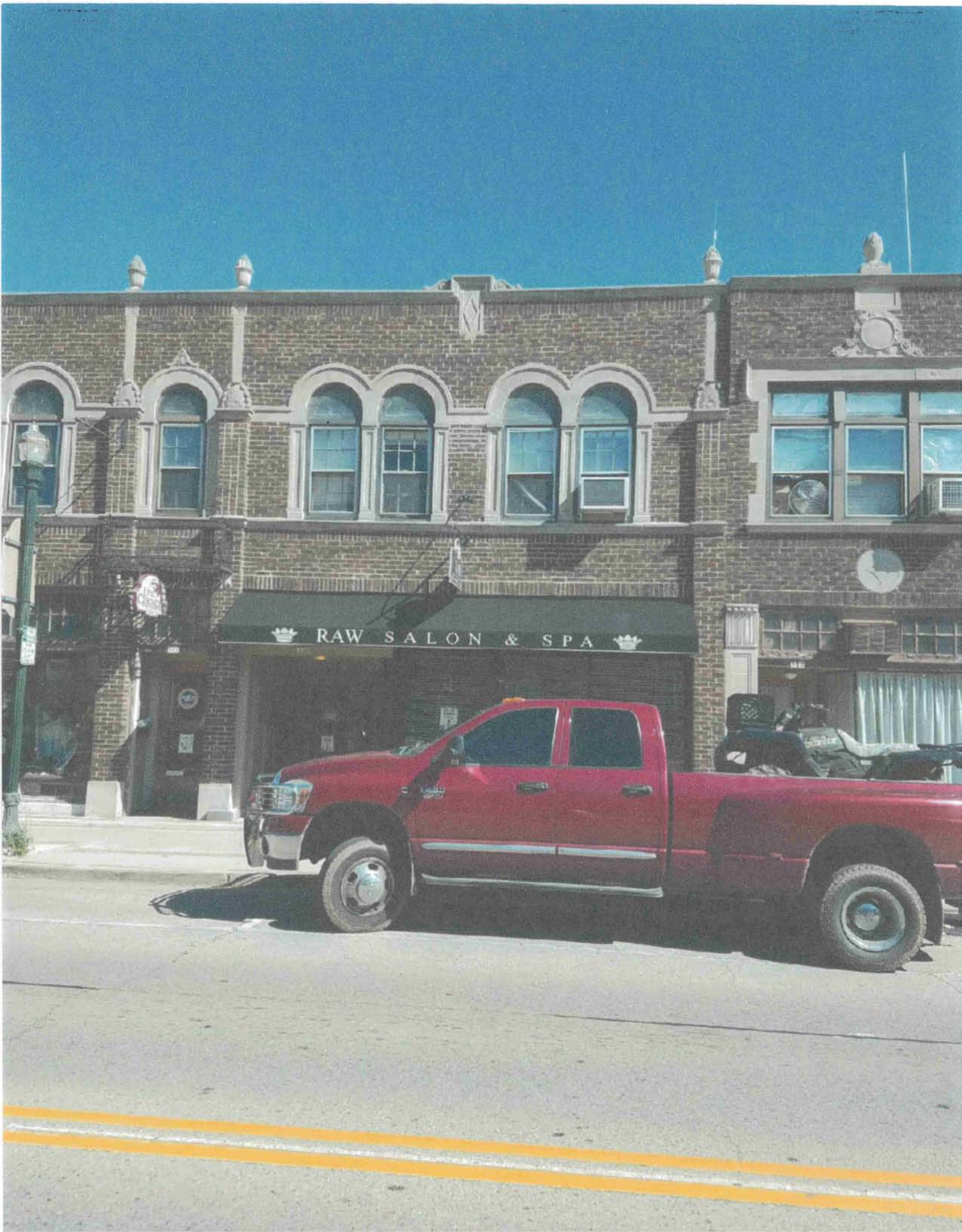
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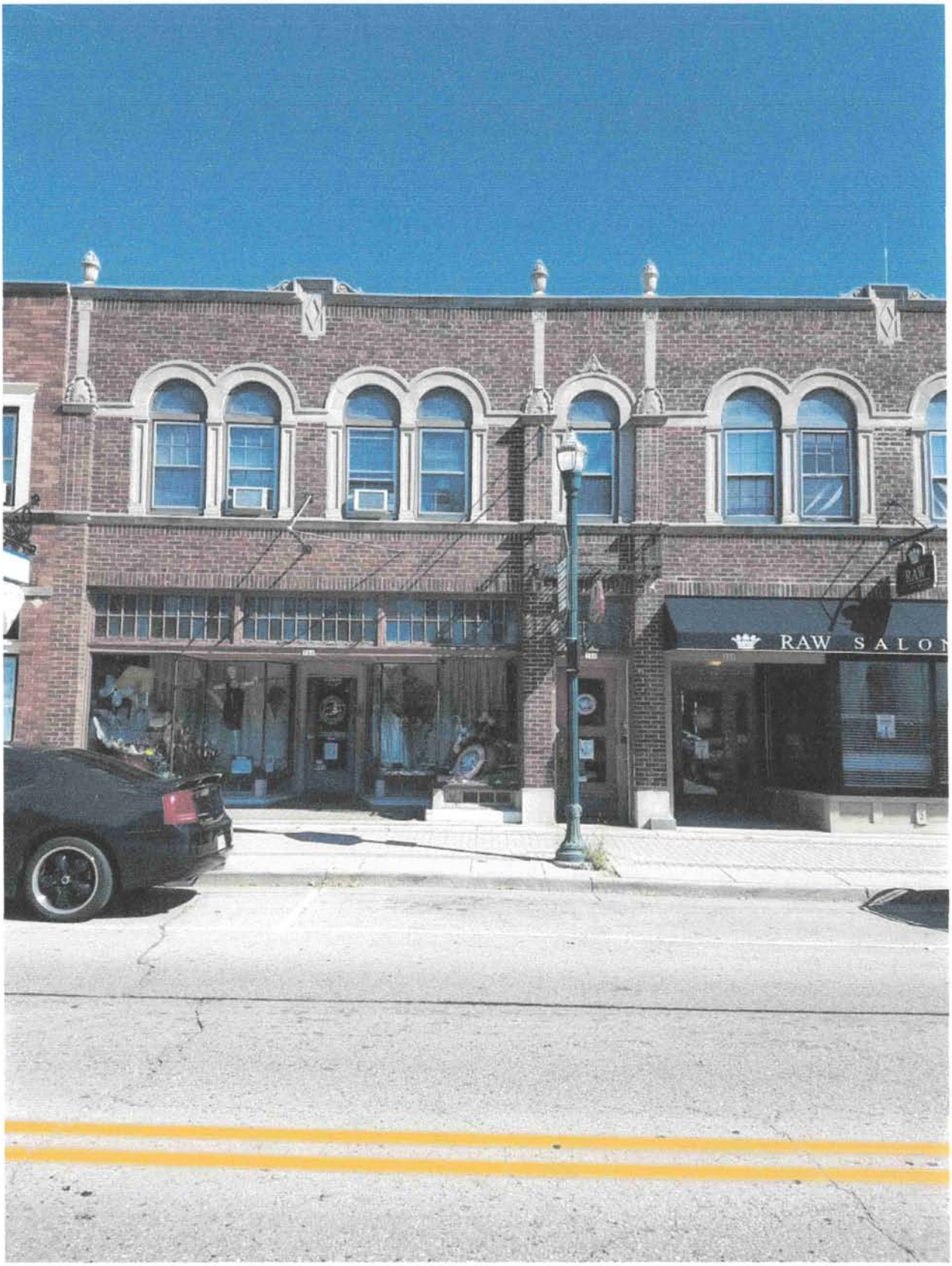
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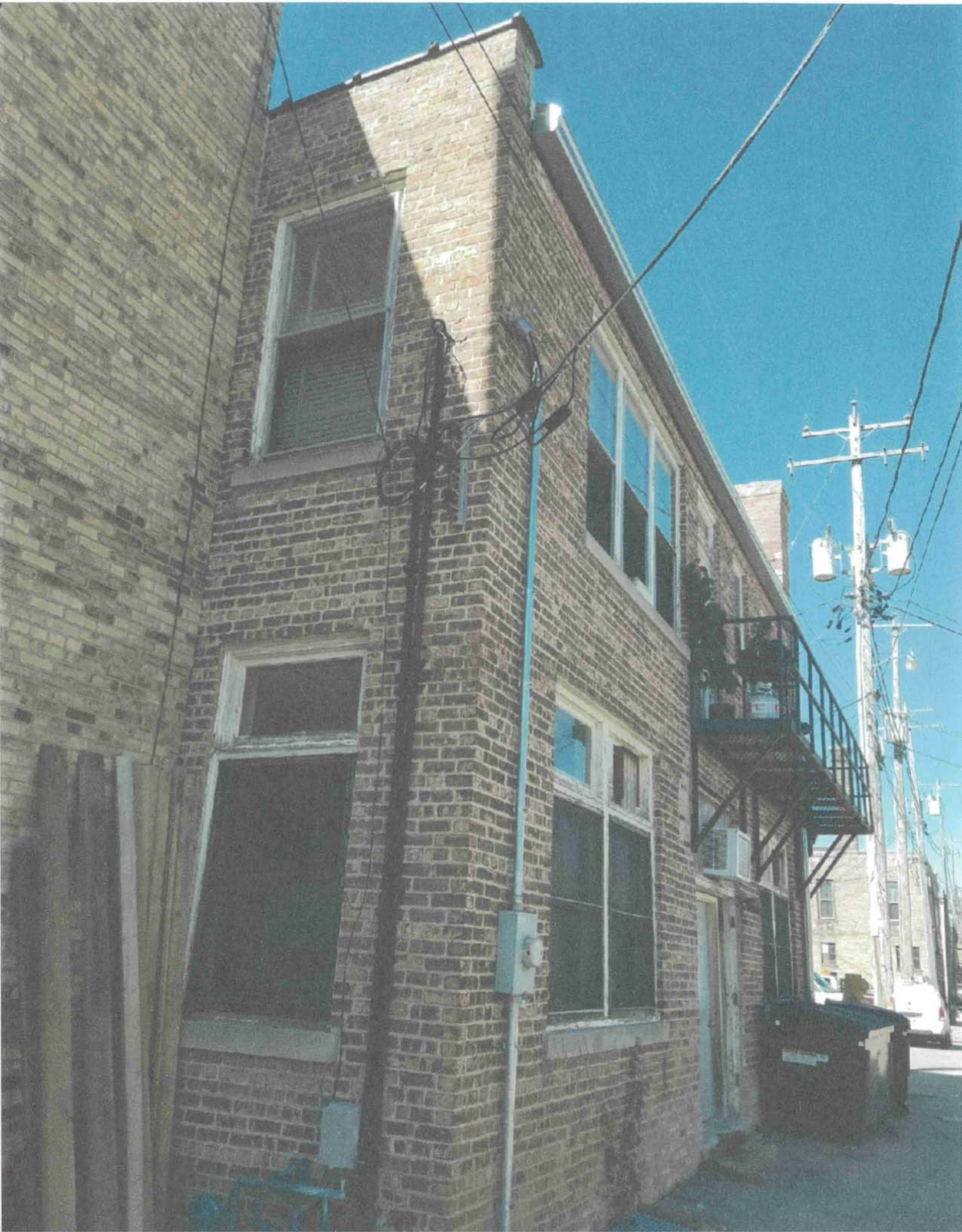

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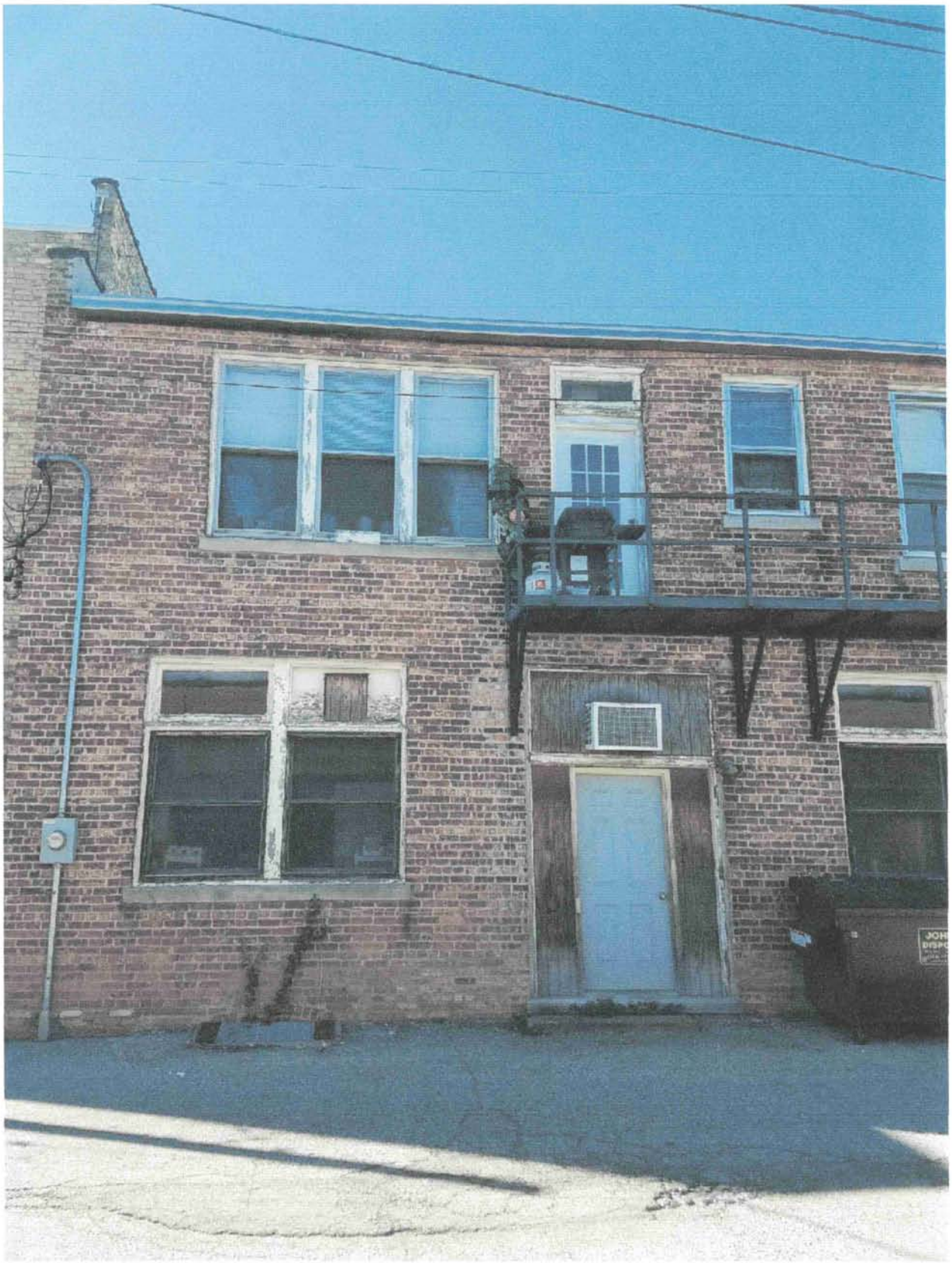

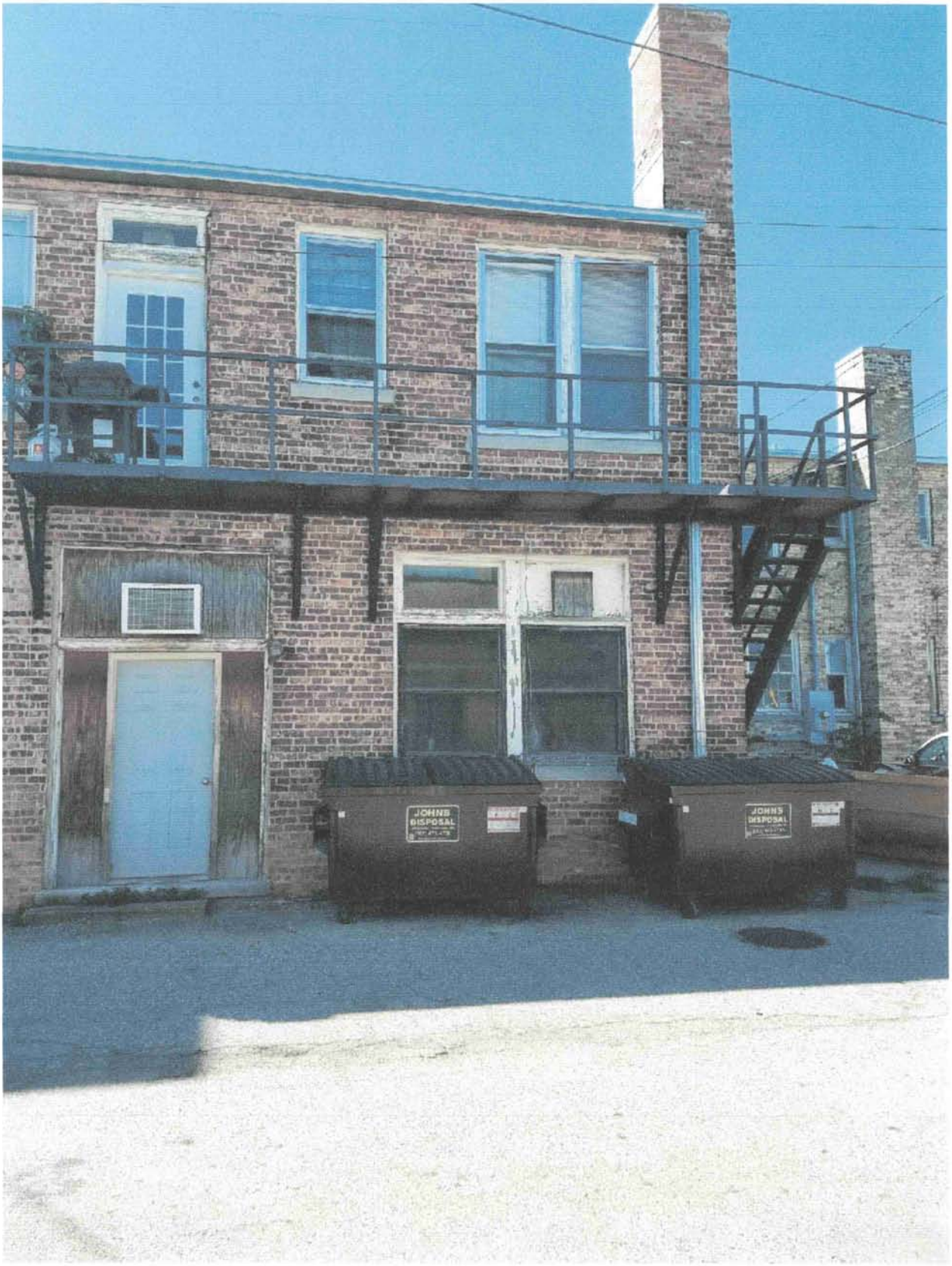
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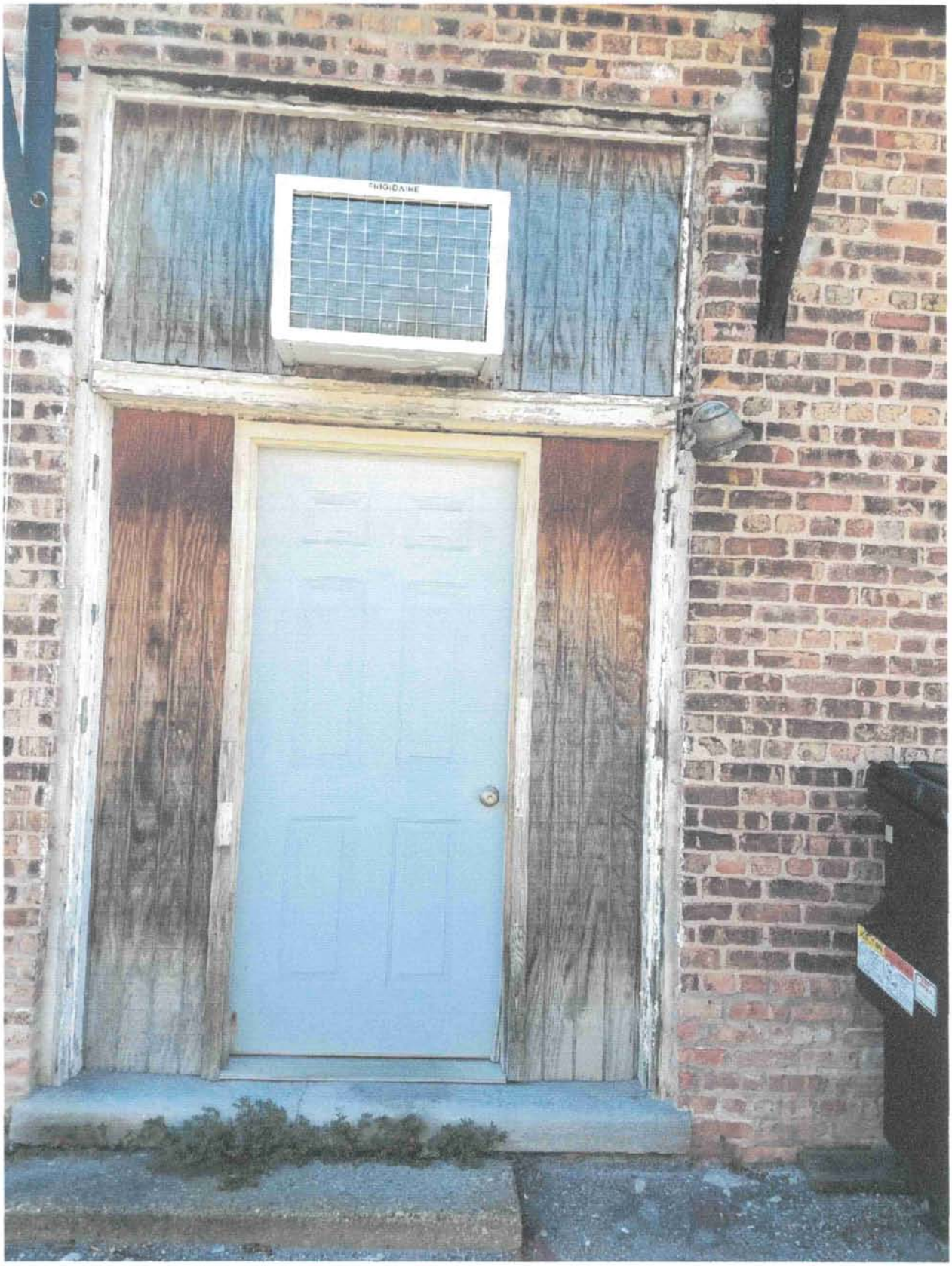
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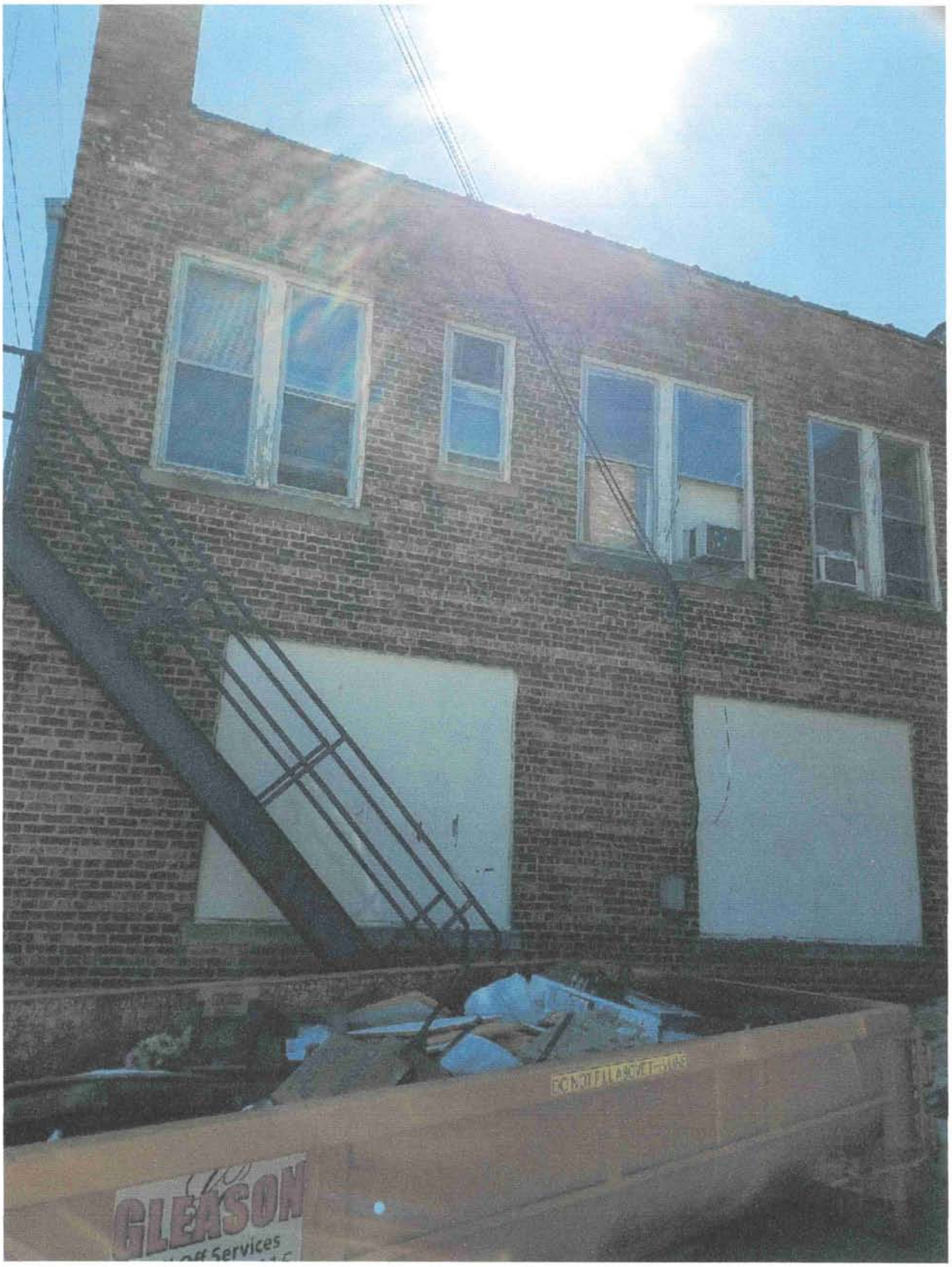
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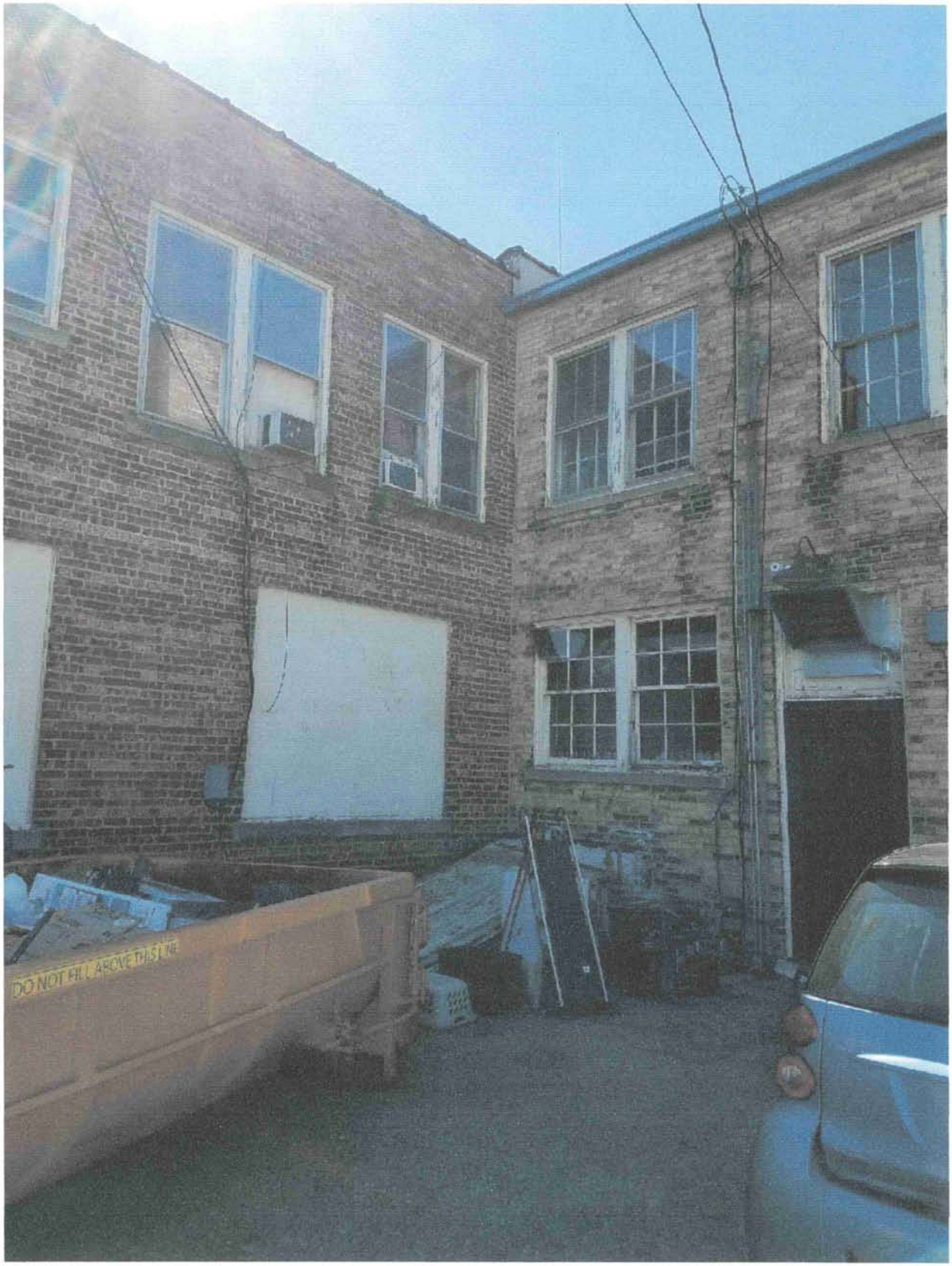
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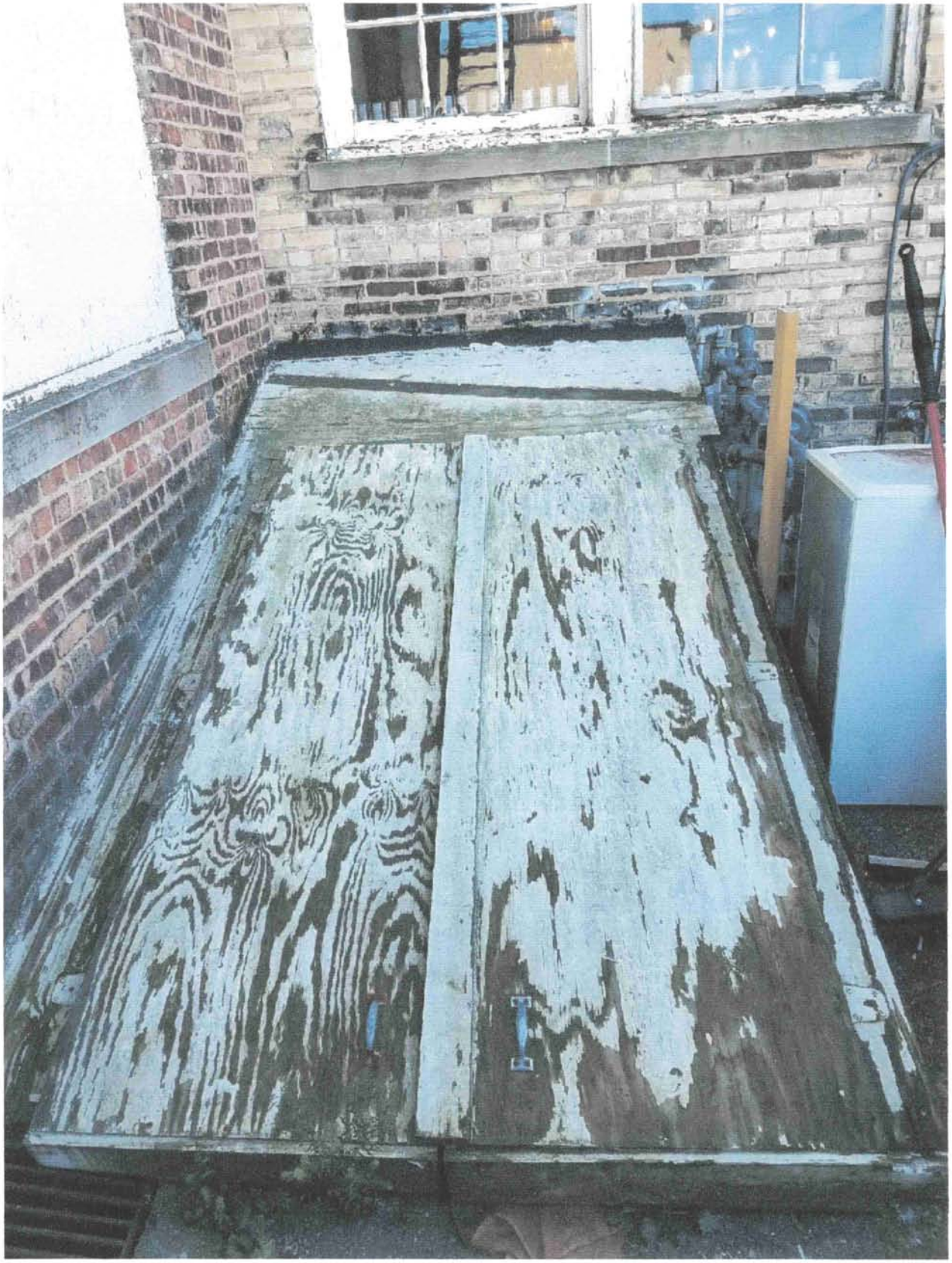

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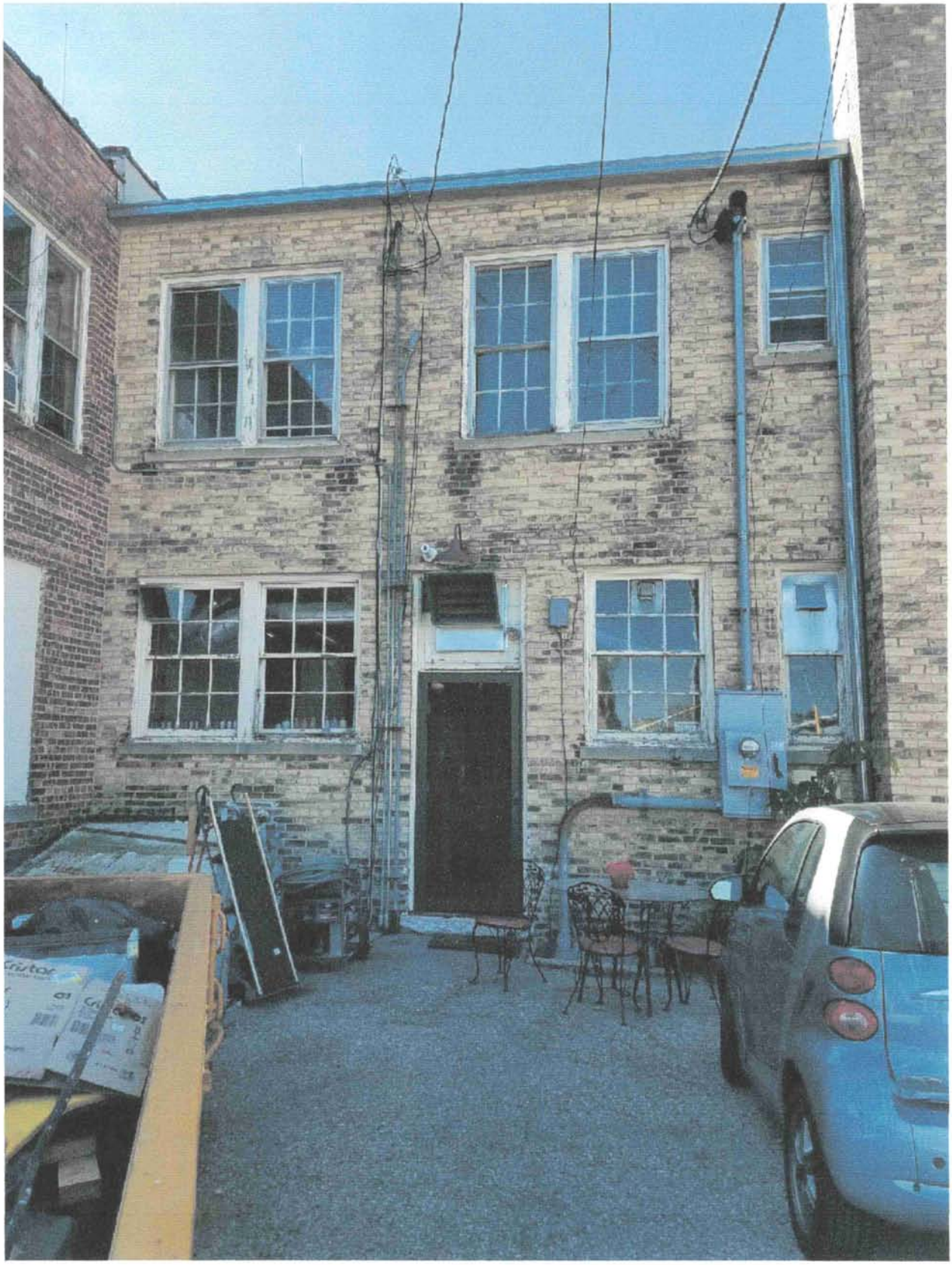

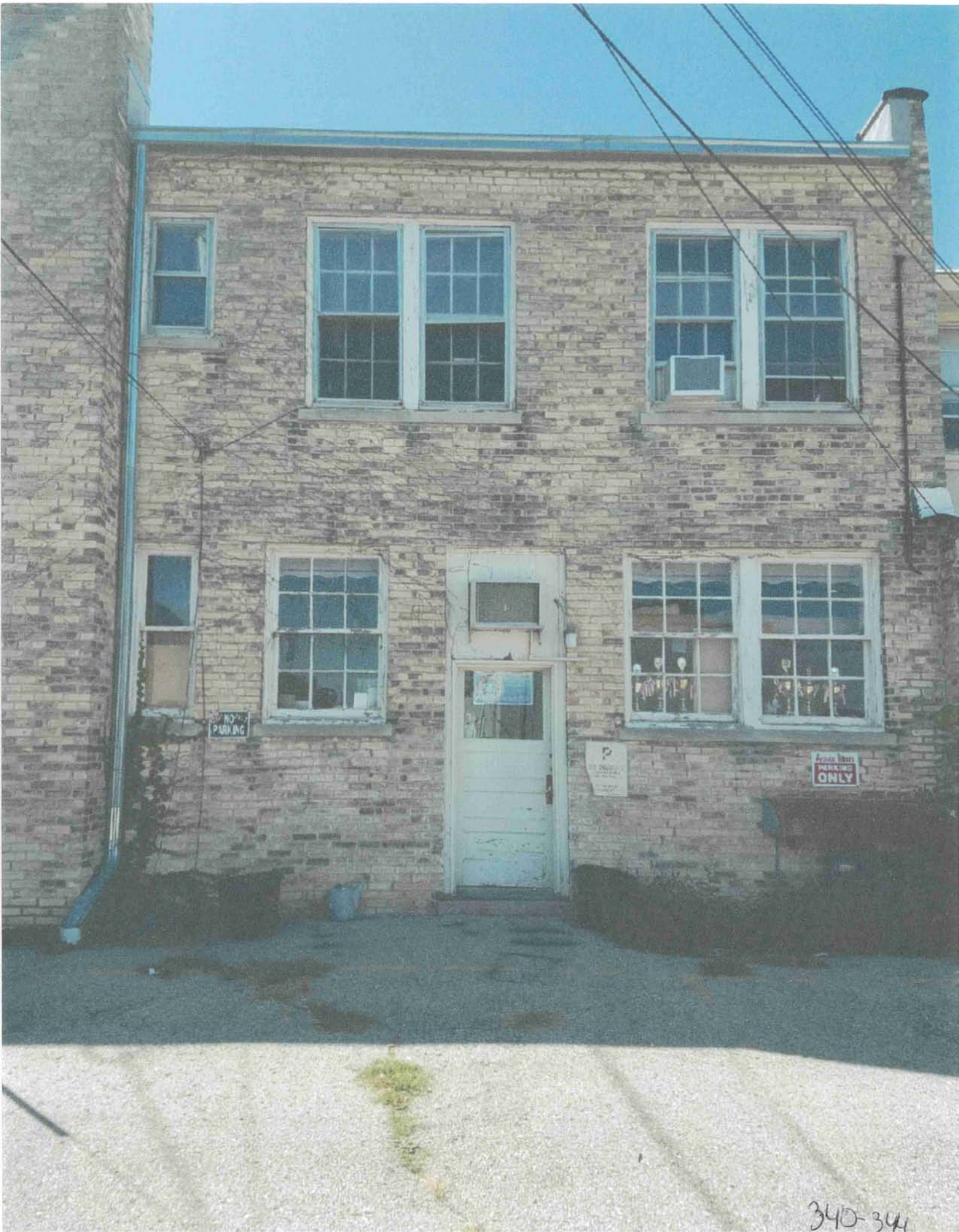

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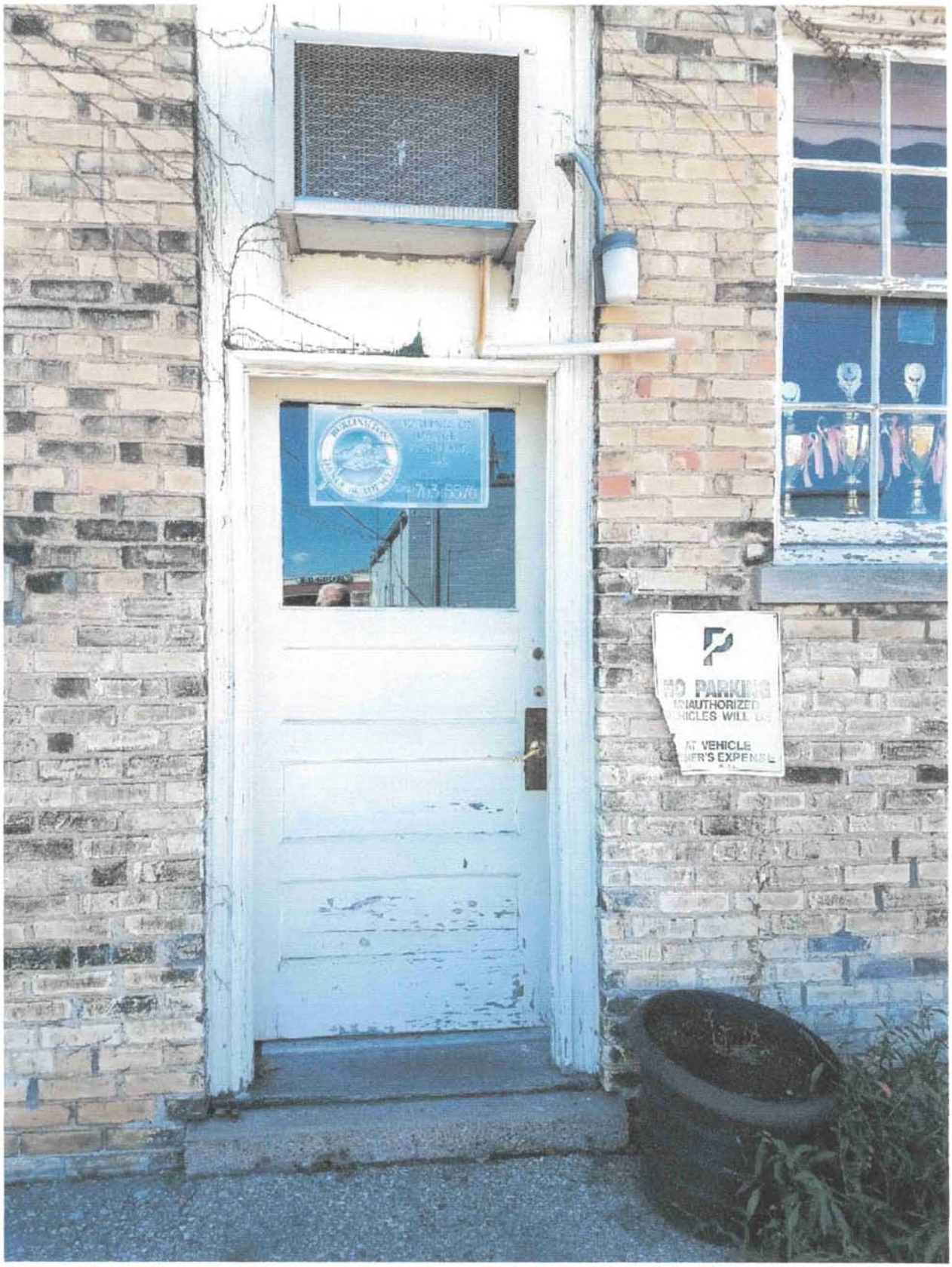
NO PARKING
UNAUTHORIZED
VEHICLES WILL BE
AT VEHICLE
OWNER'S EXPENSE

THESE COLORS WORK WELL IN ANY COMBINATION!

LEARN ABOUT

BROWN

The personality of brown is grounded and stable, just as the common phrase "down to earth" is often used to describe a person whose personality is easy-going and modest. But brown can also surprise you, and in the right shade and harmony can just as easily express elegance, quality, and strength.

WHERE TO USE BROWN

- Lighter and brighter browns are reassuring and friendly in living rooms but are also welcome practically everywhere in the home.
- Mid-tone and darkened shades of brown are mature and sophisticated in dining rooms, studies, and master bedrooms.

Available in *Paramount* Paint One Coat Coverage*

PITTSBURGH PAINTS & STAINS

Twig Basket MEN7144-6 29d

Colonial White MEN7124-1 25d; WN1b

Real Simple MEN7123-4 25c

Ranch Mink MEN7100-5 20e

Pony Tail MEN7118-4 24c

Intrigue MEN7110-6 22e

China White ~~MEN7139-1 28d; WN1c~~

Casual Elegance MEN7100-3 20e

Sienna Red MEN7077-5 16b

Seasoned Acorn MEN7123-6 25c

Canary Grass ~~MEN7158-3~~ 32c

Cinnamon Crunch MEN7113-5 23c

Always Almond MEN7134-1 27d

Ashen MEN7145-3 29e; WN2d

Dusky Dawn MEN7075-1 15e; WN2a

Toasted Sesame MEN7134-5 27d

Caramelized Pears MEN7138-3 28c

Ruby Lips MEN7068-6 14c

Afternoon Tea ~~MEN7145-6~~ 29e

Frivolous Folly MEN7185-2 37e

W TRIMS

* SHORE FRONT

Color Chips are affected to some degree by the type of light in which they are viewed, exposure to heat and light rays, also the age of the chip itself. Therefore, there may occasionally be a slight difference between the color and sheen of the chip shown and the actual paint when applied to a surface.

PolyShades® is available in both satin and gloss sheens, and in half-pints, quarts and aerosols.

Honey

American Chestnut

doors

Classic Oak*

Mission Oak*

Bombay Mahogany*

Espresso

Natural Cherry

Classic Black*

yal Walnut, Tudor, Olde Maple, Natural Cherry and Honey Pine.
Actual results on wood may vary.

* Available in aerosol

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: 6A (2)	**Date:** October 26, 2017
Submitted By: Megan Watkins, Director of Administrative Services	**Subject:** Façade Grant Application for 316-344 N. Pine Street (front)

Details:
John Royel of Kass Management is requesting approval of a Façade Grant Application located at 316-344 N. Pine Street (front). The proposed project consists of:

- The front façade improvements include; replace and paint broken windows a brown color "Afternoon Tea", replace damaged storefront lumber and paint to match existing color, stain storefront doors "Golden Oak", paint storefront façade a light yellow color "Canary Green" and a light brown "Toasted Sesame", repair or replace any missing quarry tiles and paint to match existing color and repaint wrought iron fire escape.

The Certificate of Appropriateness is for consideration of approval for these façade improvements the same night.

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 $9,400 for the front façade at 316-340 N. Pine Street. If the Façade Grant is approved by the HPC the grant should not exceed $4,700. The remaining available façade grant balance for 2017 would be $12,052.46.

Executive Action:
This item is for consideration to approve the Façade Grant Program at the October 26, 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: October 2, 2017

Applicant Address & Name: John Royel - 316-344 N. Pine - Front Facade

Project Overview/ Applicant's Request:	**Submitted**
Front facade improvements including windows, doors, replace damaged storefront lumber, paint **Staff Comments:** *COA is scheduled for consideration at the October 2017 HPC meeting*	YES ☑ NO ☐
Application Checklist for Staff Review:	
1. COA application received and/ or sign permit application received and/or approved by HPC **Staff Comments:** *COA has been received and has yet to be reviewed/approved by the HPC*	YES ☑ NO ☐
2. Eligible project uses per program rules/HPS staff? **Staff Comments:** *See Gregory Guidry's memorandum for the COA application recommendations*	YES ☑ NO ☐ See Note ☑
3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc. **Staff Comments:** *Total estimate for front facade improvements: $9,400.00* *(50% = $4,700.00) Allowed $4,700 for facade grant*	YES ☐ NO ☐
4. Status of City owed taxes, payments and fees **Staff Comments:** *Real Estate Taxes and Utilities are paid in full*	See Contingencies
Staff Recommendation (contingencies listed):	

The applicant is eligible for a façade grant in the amount not to exceed $4,700.00 . Staff suggests that approval be contingent on satisfying the following contingencies:

- *Satisfy any recommendations in Guidry's memo for the COA as indicated by the HPC*
- *Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.*
- *Applicant will wait to perform this work until Common Council takes final action on approval.*
- *Applicant will obtain all required permits and the Building Inspector will monitor the project and must provide final approval prior to grant reimbursement.*
- *All taxes, payments, fees owed to the City by the applicant must be paid prior to reimbursement of grant funds.*

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.

~~APPLICATION FEE: $150~~

Official Use Only
Date Received 9/28/17
Application No. 9
Fee Paid

City of Burlington
Façade Improvement Grant Program
Application Form

Project Address: 316,324,326,332,340, 344' N. Pine St, _____, Burlington, WI

Applicant Name: John Royel

Owner Name: Ira Holtzman

Name of Business: 316 Pine LLC

Telephone Number: 209-485-2447 Facsimile Number: _____

E-Mail Address: jroyel@kassmanagement.com

Applicant Mailing Address: 2000 N. Racine Ave., Suite 4400., Chicago, IL 60614

Does the applicant own the project building? X 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 X No

If yes, list your architect or engineer of preference: _____

Description of Project: Remove and replace with new all weather damaged lumber on store fronts.| Replace with new broken window panes at ground level

Scrape,Prime and paint (brown) all non metallic window areas other than store fronts.| Store front doors – sand, stain (golden oak) seal and exterior grade polyurethane all doors other than painted doors

Estimated Project Cost: $18,000.00 – Front facade: $9400.00

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

Proposed start date: 10/15/17

Proposed completion date: 10/31/17

What is (are) the existing use(s) of the building? Commerical-Retail Use

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 X 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

John Royel
Print Name

Signature of Property Owner

Ira Holtzman
Print Name

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

GUS DE BOEY CUSTOM HOMES LLC
NEW CONSTRUCTION – ADDITIONS
GARAGES – REMODELING
DISASTER RENOVATIONS
224-381-9298

October 1, 2017

Ms. Kristine Anderson

In reference to the proposed work to be completed at 316 – 344 Pine str. Burlington, Wisconsin the breakdown for this job would be as follows;

Front of the building estimated cost to complete is $9400.00
This estimate includes labor and materials

The rear of the building estimated cost to complete is $5700.00
This estimate includes labor and materials

The remainder of the proposal cost of $3100.00 would be used for the repairs to the interior of the building.

I hope this is what you were looking for in regards to the break down separating the front and rear of the building. If you require more information please call me at 224 – 381 – 9298.

Thank You and have a great day
Gus DeBoey

GUS DE BOEY CUSTOM HOMES LLC
NEW CONSTRUCTION – ADDITIONS
GARAGES – REMODELING
DISASTER RENOVATIONS
224-381-9298

August 20, 2017

Mr. Ira Holtzman
Mr. John Royel

Re – 316 Pine Building
Burlington, Wi.

PROPOSAL

I hereby propose to purchase the materials and provide the labor necessary for the completion of the renovation of the windows and doors at the 316 Pine building in Burlington, Wisconsin. All of the work to be completed will be in accordance with state and local codes. All of the products to be used in the renovation project will be lead free. The paint to be used will be a latex brand exterior grade primer and paint. The work to be performed will be completed as outlined in the SCOPE OF WORK outline.

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SECOND FLOOR INTERIOR

- Remove and replace with new 6 bottom window sashes in front section of building. Sashes to be replaced will be complete with glass, primed and painted to match exterior and interior. New window ropes will be installed as needed and attached to existing weights.
- Remove a total of 14 rotted window frames and construct new window frames in light and air shafts
- Prime and paint all newly constructed window frames white exterior and interior
- Replace with new JELD-WENN replacement windows total of 14 in light and air shafts at new window frame installation,.
- Repair with new drywall the skylight walls, tape, sand, prime and paint white complete skylight opening.
- Remove and replace with new 6 window panes in apartment areas.

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SECOND FLOOR REAR EXTERIOR

- Scrape, re-glaze as needed, caulk and paint second floor windows.
- Scrape, caulk and paint brown fire escape door.
- Remove and replace with new 8 triple track storm windows brown.

GENERAL

- Basement of beauty shop – remove bottom stair treads. Check for foundation leakage and mold.
- Repair foundation leak with foundation sealer and spray entire are with mold remediation solution. Replace stair treads.
- Beauty shop unit 332 – remove and discard old air conditioner unit at front of store location. Close air conditioner opening and paint to match existing décor (brown)
- Bulkhead basement doors at rear of beauty shop – Install flashing and caulk as needed to prevent further leakage to basement. Install additional weather stripping as needed on doors and frame. Paint entire unit brown to match existing décor.
- Fire escape – sand as needed to remove all rusted areas. Prime all sanded areas and paint wrought iron black entire fire escape with Rust- Oleum paint.
- Repair or replace broken and missing quarry tiles at store fronts and paint to match existing décor.
- Install new mail slot at unit 344
- Unit 344 strip and stain door to match remaining building doors.

- Remove and discard all debris from job site
- Clean all work areas

The work listed in the scope of work outline will be completed in a workmanlike manner with all of the materials including triple track storm windows for the estimated sum of **EIGHTEEN THOUSAND ~~TWO HUNDRED DOLLARS~~ (~~$18,200.00~~).**

18,200.00 JR

PAYMENTS;
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The estimated time of completion weather permitting is twenty-eight business days from start to finish. A storage area will be needed for that duration to store materials and equipment.

ACCEPTANCE OF CONTRACT

I with my signature as owner or agent acting for the owner do hereby agree with the terms of this contract and authorize Gus DeBoey Custom Homes LLC. to perform the work as listed in the scope of work outline. All of the payments will be made as listed herein.

Authorized Signature _____

Date 9/26/17

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: 6A (3)	**Date:** October 26, 2017
Submitted By: Megan Watkins, Director of Administrative Services	**Subject:** Façade Grant Application for 316-344 N. Pine Street (rear)

Details:
John Royel of Kass Management is requesting approval of a Façade Grant Application located at 316-344 N. Pine Street (rear). The proposed project consists of:

- The rear façade improvements include; replace and paint broken windows a brown color "Afternoon Tea", paint rear façade entry doors and frames "Afternoon Tea", repair or replace any missing quarry tiles and paint to match existing color, repaint the wrought iron fire escape and door, and repaint over boarded window areas.

The Certificate of Appropriateness is for consideration of approval for these façade improvements the same night.

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 $5,700 for the front façade at 316-344 N. Pine Street. If the Façade Grant is approved by the HPC the grant should not exceed $2,850. The remaining available façade grant balance for 2017 would be $9,202.46.

Executive Action:
This item is for consideration to approve the Façade Grant Program at the October 26, 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: October 2, 2017

Applicant Address & Name: John Royel - 316-344 N. Pine - Rear Facade

Project Overview/ Applicant's Request:	**Submitted**
Rear facade improvements including windows, doors, replace damaged lumber, paint **Staff Comments:** *COA is scheduled for consideration at the October 2017 HPC meeting*	YES ☑ NO ☐
Application Checklist for Staff Review:	
1. COA application received and/ or sign permit application received and/or approved by HPC **Staff Comments:** *COA has been received and has yet to be reviewed/approved by the HPC*	YES ☑ NO ☐
2. Eligible project uses per program rules/HPS staff? **Staff Comments:** *See Gregory Guidry's memorandum for the COA application recommendations*	YES ☑ NO ☐ See Note ☑
3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc. **Staff Comments:** *Total estimate for front facade improvements: $5,700.00* *(50% = $2,850.00) Allowed $2,850.00 for facade grant*	YES ☐ NO ☐
4. Status of City owed taxes, payments and fees **Staff Comments:** *Real Estate Taxes and Utilities are paid in full*	See Contingencies
Staff Recommendation (contingencies listed):	

The applicant is eligible for a façade grant in the amount not to exceed $2,850.00 . Staff suggests that approval be contingent on satisfying the following contingencies:

- *Satisfy any recommendations in Guidry's memo for the COA as indicated by the HPC*
- *Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.*
- *Applicant will wait to perform this work until Common Council takes final action on approval.*
- *Applicant will obtain all required permits and the Building Inspector will monitor the project and must provide final approval prior to grant reimbursement.*
- *All taxes, payments, fees owed to the City by the applicant must be paid prior to reimbursement of grant funds.*

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.

APPLICATION FEE: $150

Official Use Only
Date Received 7/28/17
Application No. 10
Fee Paid —

City of Burlington
Façade Improvement Grant Program
Application Form

Project Address: 316,324,326,332,340, 344 N. Pine St., Burlington, WI

Applicant Name: John Royel

Owner Name: Ira Holtzman

Name of Business: 316 Pine LLC

Telephone Number: 209-485-2447 Facsimile Number: _____

E-Mail Address: jroyel@kassmanagement.com

Applicant Mailing Address: 2000 N. Racine Ave., Suite 4400., Chicago, IL 60614

Does the applicant own the project building? X 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 X No

If yes, list your architect or engineer of preference: _____

Description of Project: Remove and replace with new all weather damaged lumber on store fronts.| Replace with new broken window panes at ground level

Scrape,Prime and paint (brown) all non metallic window areas other than store fronts.| Store front doors – sand, stain (golden oak) seal and exterior grade polyurethane all doors other than painted doors

Estimated Project Cost: $18,000.00 – Rear facade: $5700.00

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

Proposed start date: 10/15/17

Proposed completion date: 10/31/17

What is (are) the existing use(s) of the building? Commerical-Retail Use

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 X 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

John Royel
Print Name

Signature of Property Owner

Ira Holtzman
Print Name

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

GUS DE BOEY CUSTOM HOMES LLC
NEW CONSTRUCTION – ADDITIONS
GARAGES – REMODELING
DISASTER RENOVATIONS
224-381-9298

October 1, 2017

Ms. Kristine Anderson

In reference to the proposed work to be completed at 316 – 344 Pine str. Burlington, Wisconsin the breakdown for this job would be as follows;

Front of the building estimated cost to complete is $9400.00
This estimate includes labor and materials

The rear of the building estimated cost to complete is $5700.00
This estimate includes labor and materials

The remainder of the proposal cost of $3100.00 would be used for the repairs to the interior of the building.

I hope this is what you were looking for in regards to the break down separating the front and rear of the building. If you require more information please call me at 224 – 381 – 9298.

Thank You and have a great day
Gus DeBoey

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: 6B (1)	**Date:** October 26, 2017
Submitted By: Gregory Guidry, Building Inspector	**Subject:** Certificate of Appropriateness for 557 N. Pine Street (front)

Details:
Michelle Peterson on behalf of Arcade Driving School is requesting approval of a Certificate of Appropriateness located at 557 N. Pine Street. The proposed project consists of:

- The front façade improvements include: replacement of a new awning cover with Sunbrella Eastland Redwood, replace the front door with one similar to the existing door located at 120 E. Chestnut Street, replace the rotted wood and paint below the windows in approved historic colors of Rockwood Dark Brown, Downing Earth and Rookwood Terra Cotta, replace single pane windows with new double pane windows, and also paint the trim around the windows and door to match existing color. The applicant proposes to paint the wooden door and frame for the second floor apartments in Rookwood Dark Brown.

Gregory Guidry, whose memorandum is attached, recommends approval of this request, subject to conditions listed in his October 10, 2017 memorandum to the Commission.

Financial Remarks:
The applicant applied for a Façade Grant as seen in item 6B (2).

Executive Action:
This item is for consideration to approve the Certificate of Appropriateness at the October 26, 2017 Historic Preservation Commission meeting.

CITY OF BURLINGTON

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

To: City of Burlington Historic Preservation Commission

From: Gregory Guidry: Building Inspector & Zoning Administrator

Date: October 10, 2017

Re: Certificate of Appropriateness, 557 N. Pine Street Burlington

---

Desired Outcome: Face lift of Storefront

Location: Building at 557 N. Pine Street, serving Arcade Driving School

Summary: The applicant proposes to do maintenance to the storefront of the Arcade Driving School. The project will consist of replacing the awning cover with a new cover as illustrated in the proposal package (Sunbrella Eastland Redwood), and replacing the front door of the school with a new door meeting HPC standards. The applicant would like the front door to be similar to the one at 120 E. Chestnut Street. They will be painting the trim work below the windows with approved Sherwin Williams Historical colors (Rookwood Dark Brown, Downing Earth and Rookwood Terra Cotta) and replace any rotted wood as needed. They propose to replace the old single pane windows with new high energy efficient double pane windows. All trim around the window and door will be painted to match. They will be repainting the wooden door and frame for the upper apartment with an approved HPC color (Rookwood Dark Brown).

Recommendation: I recommend that the Historical Preservation Commission recommend to the Common Council approval of the proposed work at 557 N. Pine Street, subject to the following conditions:

1. All work shall be per the application materials submitted on September 28, 2017
2. The applicant shall obtain a building permit for the work that requires permits.(window replacement)
3. The proposed new store front door should be more like the door at 109 E. Chestnut Street, which is more historical looking with a larger kick-plate area at the bottom.
4. If replacing the window sign and it is different in any way from the existing, this will need to come before the Commission for approval.
5. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

Analysis of Request against Applicable City Ordinance Requirements and Guidelines

Applicable Review Standard	Evaluation	Comments
Has Applicant Submitted All Required Application Materials?		
(1) For Certificate of Appropriateness	Complete	
(2) For Sign Permit Application	NA	
Standards for Signage in the HPO Historic Preservation Overlay District (Section 315-74)		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms), and awning signs	NA	
(3) Projecting and Hanging Signs	NA	
(4) Illumination of Signs	NA	
(5) Limitations on types of window signs (including transom windows)	NA	No submittal of a window sign replacement at this time.
(6) Signage Color	NA	

GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors, materials, and other details comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	The proposed work makes no structural or appearance changes to the building and façade.
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pp. 7-9)	Met	Only change is the new door which should meet the HPC criteria as seen on page 8 and noted in my recommendations.
Maintenance and Repair (pp. 10-13)	Met	Work performed does not make significant change to the store front appearance
Awnings (p13)	Met	Applicant is replacing existing awning cover with another cover and no alteration to size.
Screening (p. 16)	NA	
Pedestrian Access (p. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (p. 19)	Met	
OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS		
Article VII (Signs)	NA	

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: 557 N Pine Street, Burlington, WI
3. Applicant Name: Michelle Petersen
4. Owner Name: Bernard and Michelle Petersen
5. Name of Tenant: N/A
6. Name of Business: Arcade Driving School
7. What is (are) the existing use(s) of the building? commercial, residential
8. Telephone Number: 262-661-4284 Facsimile Number: 888-611-4191
9. E-Mail Address: michelle@mpcpm.com
10. Applicant Mailing Address: 109 E Chestnut Street, Burlington, WI 53105
11. Does the applicant own the project building? X 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: 9/28/17
15. Scale of drawings noted on each drawing: n/a
16. Building type, size and location: n/a
17. Height of building: n/a
18. Exterior material samples to be provided: paint palette sample

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

19. Proposed Start Date: immediately
20. Proposed Completion Date: 12/31/17 (weather dependent)

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

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

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

Property Owner

Michelle Petersen		9/28/17
Print	Signature	Date

Applicant

Michelle Petersen		9/28/17
Print	Signature	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;

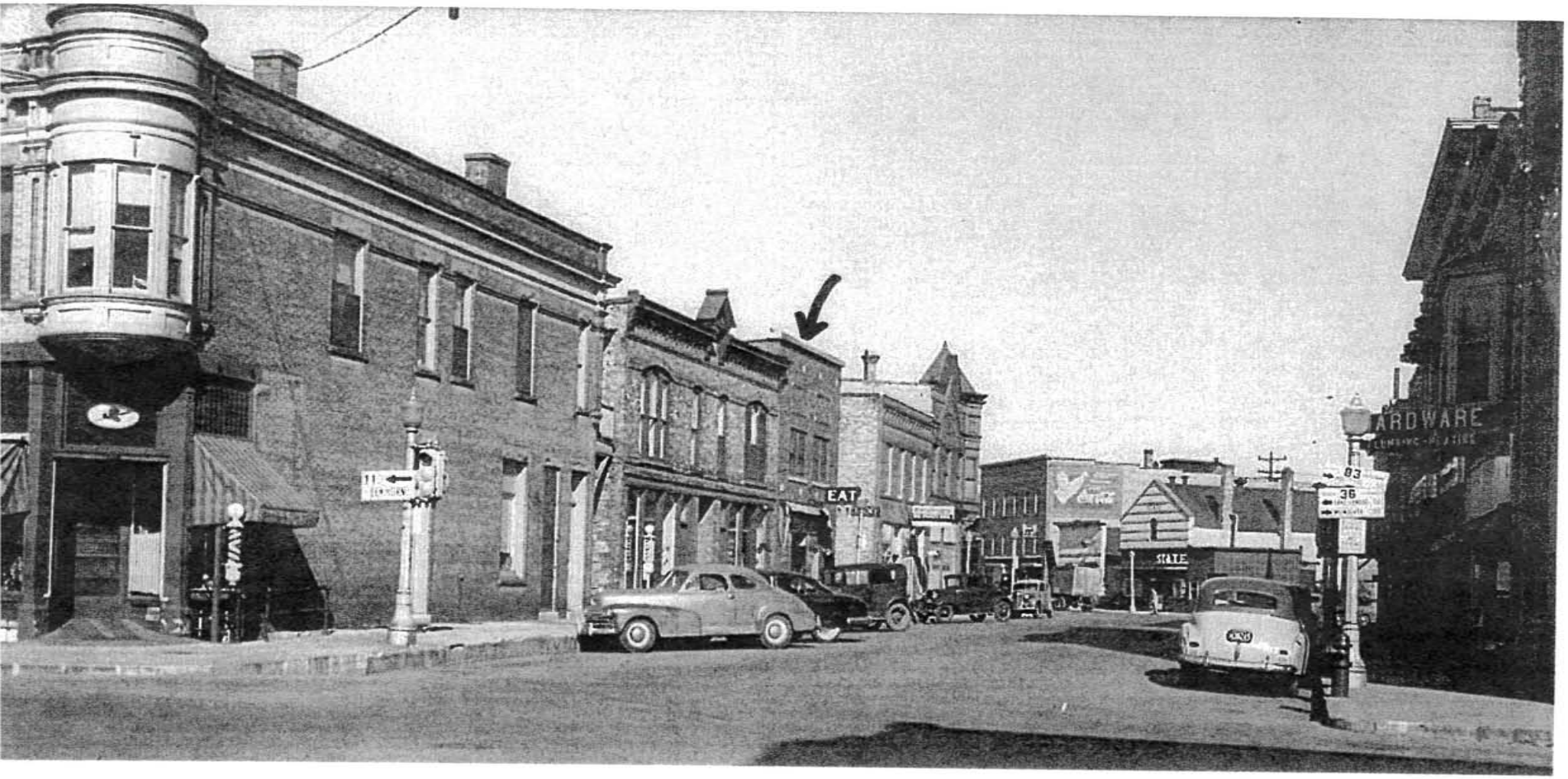
3. Historic photos of your building as it appeared in the past. You are required to visit the Burlington Historical Society Museum at 232 North Perkins Blvd. for this information if your project includes façade renovations;

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!


EAT
ARDWARE
STATE
83
36

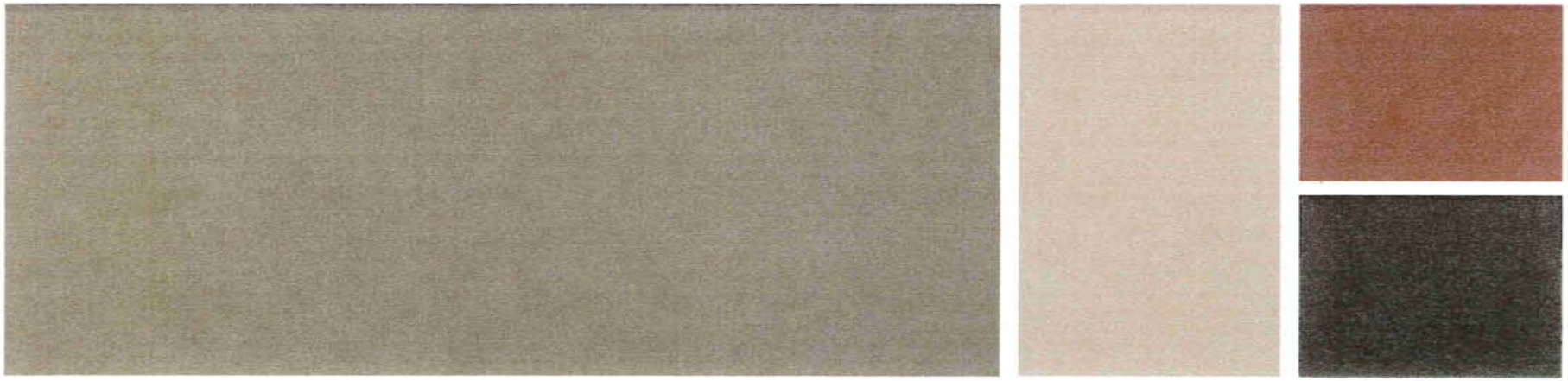
FOUNDED
1835
ARCADE
DRIVERS SCHOOL
262-637-9193
KEEFE REALTY

3' x 3' x 17'3"

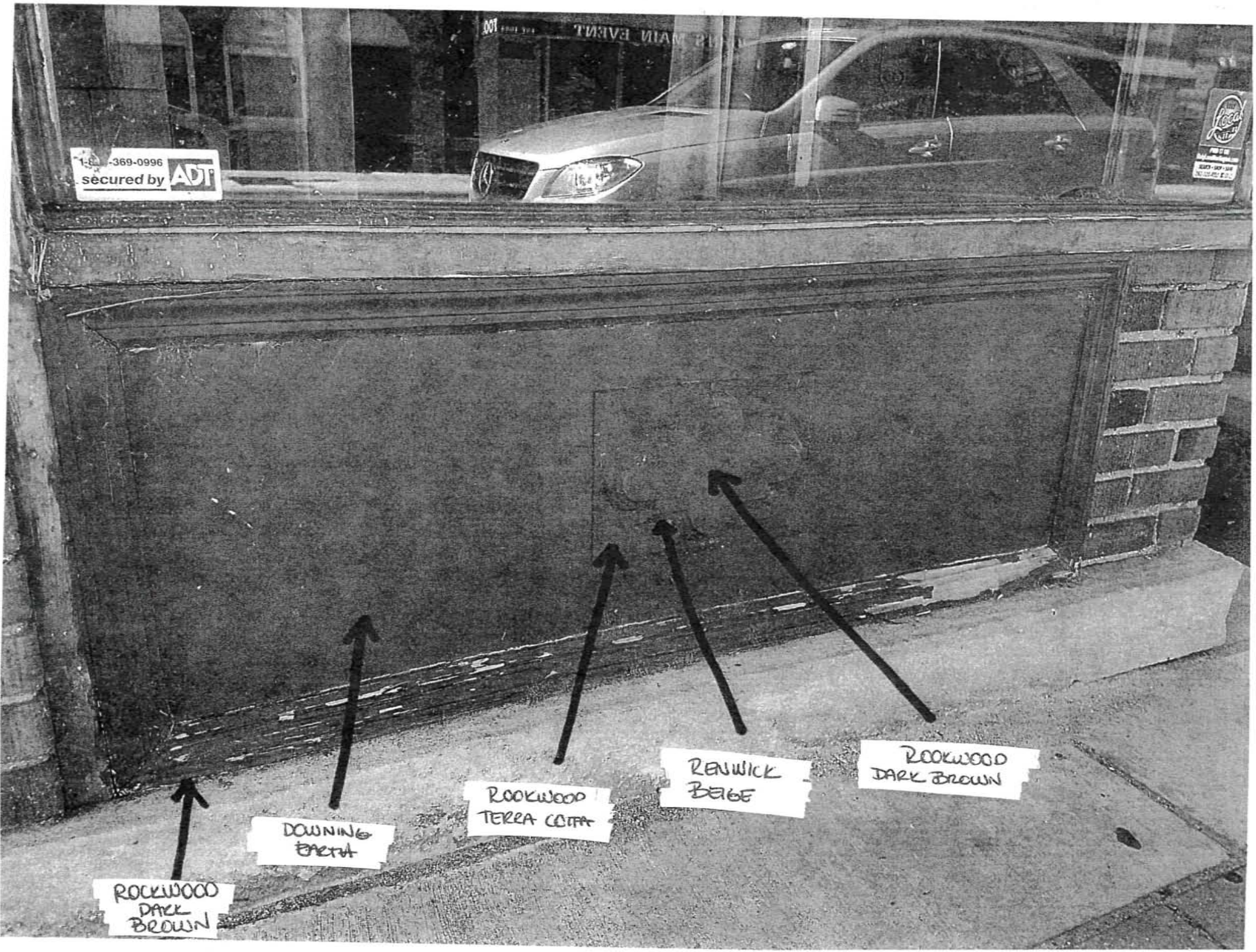
Install new fabric on existing awning

$2,127.00 plus tax / permits

Proposed Awning Color: Sunbrella Eastland Redwood



BODY	TRIM	ACCENT	ACCENT 2
SW 2820	SW 2805	SW 2803	SW 2808
Downing Earth	Renwick Beige	Rookwood Terra Cotta	Rookwood Dark Brown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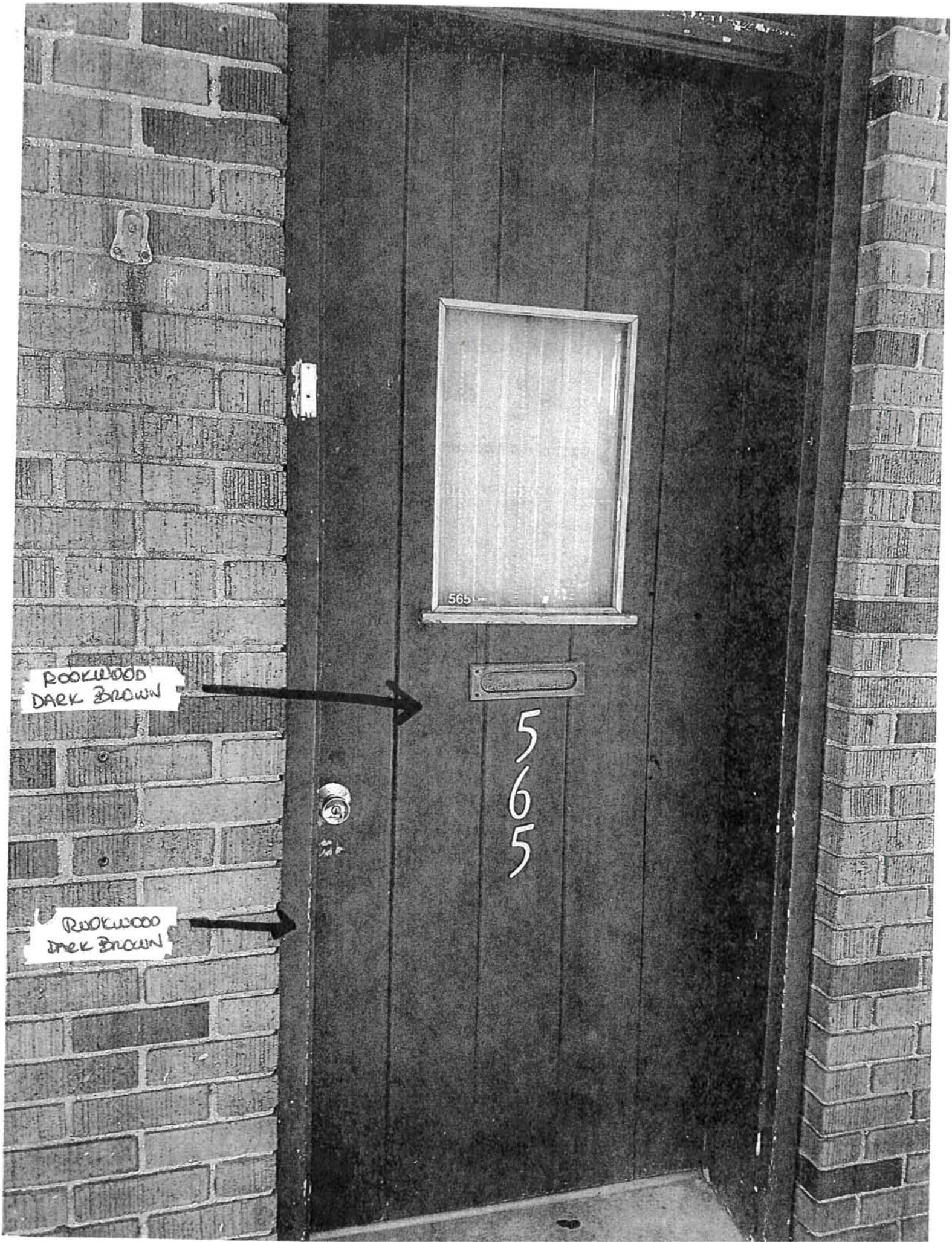
ROCKWOOD DARK BROWN
DOWNING BARTA
ROOKWOOD TERRA COTTA
RENWICK BEIGE
ROOKWOOD DARK BROWN


ROOKWOOD
DARK BROWN
565
ROOKWOOD
DARK BROWN

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: 6B (2)	**Date:** October 26, 2017
Submitted By: Megan Watkins, Director of Administrative Services	**Subject:** Façade Grant Application for 557 N. Pine Street (front)

Details:
Michelle Peterson on behalf of Arcade Driving School is requesting approval of a Façade Grant Application located at 557 N. Pine Street. The proposed project consists of:

- The front façade improvements include; replacement of a new awning cover with Sunbrella Eastland Redwood, replace the front door with one similar to the existing door located at 120 E. Chestnut Street, replace the rotted wood and paint below the windows in approved historic colors of Rockwood Dark Brown, Downing Earth and Rookwood Terra Cotta, replace single pane windows with new double pane windows, and also paint the trim around the windows and door to match existing color. The applicant proposes to paint the wooden door and frame for the second floor apartments in Rookwood Dark Brown.

The Certificate of Appropriateness is for consideration of approval for these façade improvements the same night.

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 for the front façade is 11,622.79. 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 $4202.46.

Executive Action:
This item is for consideration to approve the Façade Grant Program at the October 26, 2017 Historic Preservation Commission meeting.

CITY OF BURLINGTON

Administration Department
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www.burlington-wi.gov

FAÇADE GRANT STAFF MEMORANDUM
CITY OF BURLINGTON HISTORIC PRESERVATION COMMISSION

Date: October 2, 2017

Applicant Address & Name: Michelle Petersen - 557 N. Pine

Project Overview/ Applicant's Request:	**Submitted**
Front facade improvements including new windows, paint and awning **Staff Comments:** *COA is scheduled for consideration at the October 2017 HPC meeting*	YES ☑ NO ☐
Application Checklist for Staff Review:	
1. COA application received and/ or sign permit application received and/or approved by HPC **Staff Comments:** *COA has been received and has yet to be reviewed/approved by the HPC*	YES ☑ NO ☐
2. Eligible project uses per program rules/HPS staff? **Staff Comments:** *See Gregory Guidry's memorandum for the COA application recommendations*	YES ☑ NO ☐ See Note ☑
3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc. **Staff Comments:** *Total estimate for front facade improvements: $11,622.79* *(50% = $5,811.40) Allowed $5,000.00 for facade grant*	YES ☐ NO ☐
4. Status of City owed taxes, payments and fees **Staff Comments:** *Real Estate Taxes and Utilities are paid in full*	See Contingencies
Staff Recommendation (contingencies listed):	

The applicant is eligible for a façade grant in the amount not to exceed $5,000.00 . Staff suggests that approval be contingent on satisfying the following contingencies:

- *Satisfy any recommendations in Guidry's memo for the COA as indicated by the HPC*
- *Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.*
- *Applicant will wait to perform this work until Common Council takes final action on approval.*
- *Applicant will obtain all required permits and the Building Inspector will monitor the project and must provide final approval prior to grant reimbursement.*
- *All taxes, payments, fees owed to the City by the applicant must be paid prior to reimbursement of grant funds.*

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.

~~APPLICATION FEE: $150~~

Official Use Only
Date Received 9/29/17
Application No 1
Fee Paid —

City of Burlington
Façade Improvement Grant Program
Application Form

Project Address: 557 N Pine Street, Burlington, WI

Applicant Name: Michelle Petersen

Owner Name: Bernard and Michelle Petersen

Name of Business: N/A

Telephone Number: 262-661-4284 Facsimile Number: 888-611-4191

E-Mail Address: michelle@mpcpm.com

Applicant Mailing Address: 109 E Chestnut Street, Burlington, WI 53105

Does the applicant own the project building? X 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 X No

If yes, list your architect or engineer of preference: ____

Description of Project: Facade improvements, to include new windows and awning

Estimated Project Cost: $11,622.79

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

Proposed start date: immediately

Proposed completion date: 12/31/17 (weather dependent)

What is (are) the existing use(s) of the building? Arcade Driving School (lower), Apt (upper)

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 X 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

Michelle Petersen
Print Name

Signature of Property Owner

Michelle Petersen
Print Name

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

35518 W. STATE STREET
BURLINGTON, WI 53105

(262) 763-5646
FAX (262) 763-8601

PROPOSAL

24Aug17

MPC Property Management
Burlington, Wisconsin 531105
Attn: Michelle Peterson
Fax - 888-611-4191
Email - michelle@mpcpm.com

Job: Pine Stree Project

****

We hereby submit estimate for: Replace existing single pane windows and frames: Dark bronze aluminum framing, door to have custom color #LT622-70 Colonial Red. Glass: Clear w/LoE insulated. Door to be Tubelite wide style door, standard push/pull, heavy duty closer, key lock and thumb turn, threshold and sweep.

Materials ----------	$ 5995.00
Remove existing store front ----------	760.00
Installation of new windows and door ----------	2280.00
Sub total ----------	$ 9035.00
Wisconsin sales tax ----------	460.79
Total ----------	$ 9495.79

Note: Price does not include additional materials and labor needed after removal of existing windows and doors.

This proposal will be honored for 30 days.
Please verify all details of this proposal before signing acceptance.
One half down payment, balance upon completion.

^^^

CITY OF BURLINGTON

Administration Department
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www.burlington-wi.gov

Historic Preservation Commission Item: 7A	**Date: October 26, 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 October 17, 2017 with actual balance remaining of $4,202.46 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 two projects currently under construction.

Executive Action:

This item is for discussion only at the October 26, 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	Yes	$5,000.00	9/29/2017
Thrivent Financial	400 N. Pine Street (side)	$22,549.00	$5,000		3/23/2017	3/23/2018	Yes	$5,000.00	9/29/2017
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
John Royel - Kass Management	316-344 N. Pine Street (front)	$9,400.00	$4,700.00		Pending	Pending	Pending	Pending	Pending
John Royel - Kass Management	316-344 N. Pine Street (rear)	$5,700.00	$2,850.00		Pending	Pending	Pending	Pending	Pending
Arcade Diving School	557 N. Pine Street	$11,622.79	$5,000.00		Pending	Pending	Pending	Pending	Pending

Obligated Funds:	**$ 50,000.00**
Total Distributed to Date	**$28,247.54**
Pending	**$17,550**
Actual Balance Remaining: $20,000 Less Total Disbursed and Pending =	**$ 4,202.46**

Updated: **10/17/2017**

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

T:\Kristine A\Kristine A\HPC\[2015 Facade Grant Report.xlsx]Round 7

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	*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: **10/17/2017**

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

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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
WIN Media-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	Yes	$5,000.00	9/29/2017
WIN Media-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
WIN Media-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	**$10,750.00**
Pending	**$9,368.62**
Actual Balance Remaining: $20,118.62 less Total Disbursed and Pending =	**$0.00**

Updated: **10/17/2017**

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