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, NOVEMBER 30, 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 October 26, 2017 and November 1, 2017

5. Letters and Communications: None

6. Old Business: None

7. New Business:

   A. 160 E. Chestnut Street
      1) Certificate of Appropriateness for sign installation
      2) Sign Permit for sign installation

8. Discussion items:

   A. Review of Façade Grant Funding Status

9. Adjournment.

NOTE: Citizen Comments – each person will be allowed a maximum of (3) three minutes to speak.

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, October 26, 2017

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

CITIZEN COMMENTS

Judith Schulz, 533 Milwaukee Avenue, stated the paint color on the pipe on the side of the building at Rugans, 597 N. Pine Street, does not match the brick color. Commissioner Erickson and Aldermanic Representative Kott explained they both agreed that it was a great attempt to match the brick and approved it. Commissioner O'Brien stated there will never be a perfect match since the color change depends on the shadows from the natural light and the substrate depends on what surface the paint is placed on. Ms. Schulz commented the fresh air intake has not been painted to match the windows, but perhaps the owner should consider not painting it because paint could make it stand out more and might look better if it stays the way it is.

APPROVAL OF MINUTES

Commissioner Erickson moved, and Alderman Kott seconded to approve the minutes of September 28, 2017.

LETTERS AND COMMUNICATIONS

None

OLD BUSINES

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

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Erickson stated Megan Watkins, Director of Administrative Services, revised changes to the new Façade Improvement Grant Policy, such as adding a definition section which came out of the code and everything will be re-numbered accordingly. The Commissioners thought all changes were good.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to recommend approval to the Common Council as presented.
- Ms. Schulz gave handouts on her thoughts of what should be changed, which will be kept on file for the record. Chairman Stelling stated this policy has not been changed in over 20 years

and feels this corrected policy works and some façades will be taken on a case-by-case basis. Commissioner Erickson stated that Ms. Watkins worked very hard on these improvements and feels they are no necessary changes.

- All were in favor and the motion carried.

B. Review of Mercantile north wall.

- Chairman Stelling introduced and opened this item for discussion.

- Chairman Stelling stated the Certificate of Appropriateness for the north wall, green wall, at 425 N. Pine Street expired October 22, 2017. Aldermanic Representative Kott stated the extension should not be a whole year, maybe 2 or 3 months. Commissioner Erickson commented he did not want to rescind the grant, because otherwise the façade would never be completed. Commissioner O'Brien questioned if the wall would be chemically cleaned. Commissioner O'Brien also mentioned that Shad Branen, owner, has already been given ample time to take care of this wall. Chairman Stelling stated the brick cannot be painted now, being that there is no insulation and come warmer weather, the paint will fall off. Chairman Stelling stepped down from voting. Commissioner O'Brien asked if the brick could be brought back to its original brick state since the paint will eventually come off.

- There were no further comments.

- Commissioner Erickson moved, and Commissioner O'Brien seconded to allow the owner, Shad Branen, until December 31, 2017 to let the commissioners know if he agrees to chemically clean the façade with a completion date of June 30, 2018 or the grant will be rescinded.

- All were in favor and the motion carried.

NEW BUSINESS

A. 316-344 N. Pine Street

1. Certificate of Appropriateness for the front and rear façade

- Commissioner Stelling introduced and opened this item for discussion.

- Gregory Guidry, Building Inspector, explained the owner proposes to do maintenance work to the façade such as; repaint, replace broken windows and rotten lumber. Commissioner Erickson asked if the plywood in the rear is staying and being repainted. Mr. Guidry replied yes, it is being repainted and there are no changes to the façade. Aldermanic Representative Kott suggested when the front windows get replaced, to keep the same color placement.

Commissioner O'Brien asked that the owner or contractor be present to answer questions as to what exactly is being replaced or repaired and with what.

- Commissioner O'Brien moved, and Aldermanic Representative Kott seconded to table the Certificate of Appropriateness along with the front and rear façade grant applications until the next meeting that they will attend.

- All were in favor and the motion carried.

B. 557 N. Pine Street – Arcade Driving School

1. Certificate of Appropriateness for the front façade

- Chairman Stelling introduced and opened this item for discussion.

- Michelle Petersen, owner, explained the storefront windows and store door will be replaced, the façade repainted, the apartment door will be repainted, the awning canvas will be replaced and the existing signage on the storefront window will not be going back on. The front door will be the same door as 120 E. Chestnut Street. Commissioner Erickson questioned if both the upper and lower windows are being replaced. Ms. Petersen responded the upper windows are not being touched. Mr. Guidry asked if the front door will have a higher kick-plate. Ms. Petersen stated the wood framed doors with windows are made with a lower kick-plate, whereas the aluminum doors are made with the higher kick-plate. Chairman Stelling stated wood doors are now made with the higher kick-plate.

- Commissioner O'Brien moved, and Aldermanic Representative Kott seconded to approve the Certificate of Appropriateness with the higher kick-plate.

- Ms. Petersen questioned as to why the lower kick-plate door was approved at 120 E. Chestnut Street about 2 years ago. Mr. Guidry replied he has learned more about the styles since then.

- All were in favor and the motion carried.

2. Façade Grant application for the front façade

- Chairman Stelling introduced and opened this item for discussion.

- There were no comments.

- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve a Façade Grant Program application in the amount of $5,000, but not to exceed $5,000.

- Roll call: Chairman Tom Stelling; Aldermanic Representative Susan Kott; Commissioner Jeff Erickson; and Commissioner Kevin O'Brien.

- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Stelling introduced and opened this item for discussion.

- Commissioner Stelling stated there is a pending grant for 316-344 N. Pine Street in the amount of $7,550, which was tabled, and 557 N. Pine Street was approved for $5,000 leaving approximately $4,200 for the remaining balance.

- Commissioner Erickson asked as to when the Council could request more grant money for next year. Aldermanic Representative Kott stated she will ask Council for the same as last year, which was $50,000. Ms. Watkins stated some downtown groups have already requested $75,000.

- Chairman Stelling asked if anyone else had news to add.

- Aldermanic Representative Kott stated that Burly Duck (old Coaches) have pulled out of the business since they will not be spending money for a sprinkler system.

- Mr. Guidry stated the laundromat is looking awful and needs to come before the Historic Preservation Commission. Commissioner Erickson replied there is not enough grant money available.

- Ms. Watkins stated a student representative will be appointed November 7, 2017 and will be able to attend the November 30, 2017 meeting.

ADJOURNMENT

Commissioner Erickson moved, and Aldermanic Representative Kott seconded to adjourn the meeting at 7:26 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant

CITY OF BURLINGTON

Administration Department
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HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING MINUTES
WEDNESDAY, NOVEMBER 1, 2017

The meeting was called to order by Commissioner Darrel Eisenhardt at 6:31 p.m. Commissioner Jeff Erickson; Commissioner Maria Veronico; Commissioner Kevin O'Brien; and Commissioner Daniel Colwell were present. Chairman Tom Stelling and Aldermanic Representative Susan Kott were excused.

CITIZEN COMMENTS
None

OLD BUSINESS

A. 316-344 N. Pine Street

1. Certificate of Appropriateness for the front and rear façade

- Commissioner Eisenhardt introduced and opened this item for discussion.

- Gregory Guidry, Building Inspector, explained the owner proposes to do maintenance work to the front and rear façade such as; repaint, replace broken windows and rotten lumber. Mr. Guidry explained the upper and lower windows in the front façade will be either repaired or replaced and painted brown. The air conditioning unit above 332 N. Pine Street will be removed and replaced with matching transom windows. The storefront doors will be repaired or replaced, then sanded, stained and varnished. Mr. Guidry stated the lumber below the storefront windows, across the whole building, will be repaired and painted Canary Grass for the interior and Toasted Sesame for the border. Gus De Boey, contractor, stated any tiles that are missing or damaged will be replaced in the entryway. Mr. Guidry stated both front and rear fire escapes will be painted black.

- Mr. Guidry explained that the rear windows will be repaired and painted brown, and five screens will be replaced with brown storm windows to match. Mr. De Boey stated all 3 doors in the rear will be painted brown. Commissioner O'Brien asked if the air conditioning unit in the rear still functions. Mr. De Boey replied yes, it is currently in working condition. Commissioners O'Brien and Veronico would like to see windows in place of the plywood. Commissioner Eisenhardt suggested maybe a lighter color on the plywood instead of brown. Mr. Guidry explained for the rear façade, the window frames, as well as the door frames, are painted Afternoon Tea with the trim around the doors painted Caramelized Pears. Everything else will be brown, including the louvers.

- Commissioner Colwell moved, and Commissioner Erickson seconded to approve the Certificate of Appropriateness for the front façade, provided the air conditioning unit is removed and replaced with matching transom windows.

- Commissioner O'Brien moved, and Commissioner Veronico seconded to approve the Certificate of Appropriateness for the rear façade pending further investigation of cost to replace the plywood with windows or to brick it up, but not exceed $5,000, and the trim for the door frames be painted Caramelized Pears. If the window or bricking does not work, then paint the plywood to match as closely as possible.

- Aye: Commissioner Eisenhardt; Commissioner Veronico; Commissioner O'Brien; Commissioner Colwell. Nay: Commissioner Erickson. Motion carried 4-1.

2. Façade Grant application for the front façade

- Commissioner Eisenhardt introduced and opened this item for discussion.

- There were no comments.

- Commissioner Erickson moved, and Commissioner Colwell seconded to approve a Façade Grant Program application in the amount of $4,700.

- Roll call: Commissioner Eisenhardt; Commissioner Jeff Erickson; Commissioner Maria Veronico; Commissioner Kevin O'Brien; and Commissioner Daniel Colwell.

- All were in favor and the motion carried.

3. Façade Grant application for the rear façade

- Commissioner Eisenhardt introduced and opened this item for discussion.

- There were no comments.

- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve a Façade Grant Program application not to exceed $5,000.

- Roll call: Commissioner Eisenhardt; Commissioner Jeff Erickson; Commissioner Maria Veronico; Commissioner Kevin O'Brien; and Commissioner Daniel Colwell.

- All were in favor and the motion carried.

NEW BUSINESS

None

ADJOURNMENT

Commissioner Erickson moved, and Commissioner Veronico seconded to adjourn the meeting at 7:36 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant

CITY OF BURLINGTON

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

Historic Preservation Commission Item: 7A (1 & 2)	**Date:** November 30, 2017
Submitted By: Gregory Guidry, Building Inspector	**Subject:** Certificate of Appropriateness and Sign Permit for 160 E. Chestnut Street

Details:
Marguerite Schroeder of Just Paws Dog Grooming is requesting approval of a Certificate of Appropriateness and Sign Permit located at 160 E. Chestnut Street. The proposed project consists of:

- The installation of a vinyl sign. The applicant proposes to install a vinyl signage on the storefront window. The lettering will be white in color and measures 12 inches maximum in height. The signage measures 17.5 inches wide and 13.5 inches in height. The signage will state "Just Paws Dog Grooming", plus a phone number. The larger lettering will be 3 inches in height and the smaller lettering 2 inches in height.

Gregory Guidry, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the November 15, 2017 memorandum to the Commission.

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

Executive Action:
This item is for consideration to approve the Certificate of Appropriateness and Sign Permit at the November 30, 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
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To: City of Burlington Historic Preservation Commission

From: Gregory Guidry, Building Inspector & Zoning Administrator

Date: November 15, 2017

Re: Certificate of Appropriateness and Sign Permit Application, 160 E. Chestnut Street

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Desired Outcome: Installation of new vinyl sign on the storefront window

Location: Building at 160 E. Chestnut Street, Marguerite Schroeder of Just Paws Dog Grooming

Summary: Marguerite Schroeder of Just Paws Dog Grooming is requesting approval of a sign that has been installed on the storefront window. The vinyl signage and lettering will be white in color and 12 inches maximum in height. The signage measures 17.5 inches wide and 13.5 inches in height. The signage will state "Just Paws Dog Grooming", plus a phone number. The larger lettering will be 3 inches in height and the smaller lettering 2 inches in height. This sign and color meet the Historical District colors. The letters and sign are within the maximum allowed size per the Historical District requirements.

Recommendation: I recommend that the Historic Preservation Commission approve the submitted Certificate of Appropriateness for 160 E. Chestnut Street. This approval is subject to the following conditions.

1. All work shall be per the application materials submitted on October 16, 2017.
2. The applicant shall obtain a sign permit for the work.
3. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

Analysis of Request against Applicable City Ordinance Requirements and Guidelines

Applicable Review Standard	Evaluation	Comments
Has Applicant Submitted All Required Application Materials?		
(1) For Certificate of Appropriateness	Complete	
(2) For Sign Permit Application	Complete	
Standards for Signage in the HPO Historic Preservation Overlay District (Section 315-74)		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms), and awning signs	NA	
(3) Projecting and Hanging Signs	NA	
(4) Illumination of Signs	NA	Applicant proposes no additional lighting.
(5) Limitations on types of window signs 315-74 (4)	Met	Applicant's proposed new sign for this business in the storefront window is consistent with the ordinance. "Gilded, Vinyl, or painted letters on the inside or outside of storefront display window shall not be counted towards the maximum number of wall, fascia and awning signs. Window signs are exempt from the 3 maximum signs allowed per business".
(6) Signage Color	Met	Sign is a simple white lettering. I feel that it satisfies the intent of the ordinance.
(7) Sign Letter and overall size 315-74 (3)	Met	The overall signage is 17.5 inches wide and 13.5 inches high with the letters 2 and 3 inches tall.

GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors, materials, and other details of sign comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	NA	
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pg. 14-15)	Met	
Maintenance and Repair (pg. 10-13)	NA	
Lighting (pg. 15-16)	NA	
Screening (pg. 16)	NA	
Pedestrian Access (pg. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (pg. 19)	Met	
OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS		
Article VII (Signs)	Met	

N.A.

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: 160 E Chestnut St., Burlington, WI
3. Applicant Name: Marguerite Schroeder
4. Owner Name: Dale Brusewitz
5. Name of Tenant: Marguerite Schroeder
6. Name of Business: Just Paws Dog Grooming
7. What is (are) the existing use(s) of the building? Vacant
8. Telephone Number: (262) 705-8164 Facsimile Number: 1888-660-6755
9. E-Mail Address: JustPaws5265@icloud.com
10. Applicant Mailing Address: 7110 250th Ave Salem, WI 53168
11. Does the applicant own the project building? ____ Yes ✓ No
12. If no, please list owner's name and address: Dale Brusewitz N6205 Paradise Dr Burlington, WI 53105
13. Architect or engineer's name and address: ____
14. Date of submittal of plans: 10/16/2017
15. Scale of drawings noted on each drawing: ____
16. Building type, size and location: ____
17. Height of building: APPROX 30'-35'
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
DALE BRUESSWITZ	Dale Bruesswitz	10/3/17

Applicant

Print	Signature	Date
Marguerite Schroeder	Marguerite Schroeder	9-29-17

☐ Please reserve my position for Façade grant money in the event additional funding is made available in the future. I understand I would be required to complete a Façade Grant Application within 25 business days of notification of fund availability or I would lose my reserved position.

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!

APPLICATION FEE: $150

City of Burlington
Historic Preservation Overlay District
Sign Permit Application

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

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

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

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

Project Location: (Building Address) 160 E. Chestnut Burlington, WI 53105	Applicant Name(s): Marguerite Schroeder
Property Owner Name: Dale Bruscewitz	Applicant Mailing Address: 7110 250th Ave Salem, WI 53168
Property Owner Telephone Number: 262 2064702	Applicant Telephone Number: 262-705-8164
Property Owner Fax Number:	Applicant Fax Number: 1-888 660-6755
Sign Contractor Minuteman Press	Sign Contractor Mailing Address 1201 Milwaukee Ave Burlington, WI

1. Signs Prohibited in the HPO District.

In addition to signs prohibited in ALL ZONING DISTRICTS as set forth in § 315-65, the following signs are **prohibited**:

A. **Freestanding Signs**. Exception – one sandwich sign not exceeding six (6) square feet per sign face and does not constitute a public safety or traffic hazard.

Applicable to proposed sign permit application? ____ **Yes** ✓ **No**

B. **Plastic Formed Signs**. No plastic formed signs or signs formed from plastic-like materials unless such materials simulate historic signage.

Applicable to proposed sign permit application? ____ **Yes** ✓ **No**

2. Wall, Fascia (including transoms) and Awning Signs.

A. **Placement.** All wall, fascia, transoms and awning signs shall be placed BELOW the upper edge of the traditional building sign band (for graphic example, please see page three of attached HPO zoning ordinance). No signage allowed above upper edge of said sign band, with the exception of projecting and hanging signs (see item #3).

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

B. **Maximum Signage Area.** Total cumulative signage area of all exterior signage placed upon street-facing façade of building (does not include signage placed inside of windows, freestanding sandwich signs or projecting and overhanging signs) shall NOT EXCEED 15% of total facade area of the FIRST FLOOR street-facing façade.

Applicable to proposed sign permit application? ____ **Yes** ✗ **No**
Conform to Maximum Signage Requirement? ____ **Yes** ____ **No**

If yes, indicate the total façade area (in square feet) of the first floor street-facing façade: _____ square feet.

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

C. **Maximum Signage Lettering**. For wall and fascia signage, lettering shall not be greater than 12" in height AND cover not more than 60% of the sign board on which the letters are placed.

Applicable to proposed sign permit application? ____ **Yes** ____ **No**
Conform to Lettering Requirement? ____ **Yes** ____ **No**

D. **Maximum Number of Wall, Fascia, Transom and Awning Signs**. Total number shall not exceed 3 signs. Gilded, vinyl or painted letters on the inside or outside of storefront display windows are not included within said maximum.

Applicable to proposed sign permit application? ____ **Yes** ✗ **No**
Conform to Maximum Requirement? ✗ **Yes** ____ **No**

If yes, indicate the total façade area (in square feet) of the upper (second) floor street-facing façade (as measured from the upper edge of the sign band to the upper edge of the cornice): _____square feet.

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

E. **Wall, Fascia and Transom Sign Placement**. No wall sign or fascia (including transom) shall be placed to visually obscure architectural details of the building.

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

3. Projecting and Hanging Signs.

A. **Minimum and Maximum Height**. All projecting and hanging signs shall be elevated a minimum height of 8 feet. Said signs may be placed ABOVE the sign band; however not above the top edge of the largest second story window.

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

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

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

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

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

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

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

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

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

4. Illumination of Signs.

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

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

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

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

5. Limitation of Types of Window Signs.

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

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

6. Signage Color.

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

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

Created on 06/07/2000 10:51 AM

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

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

2. The actual building dimensions, height and length of window(s) and/or door(s) for the proposed sign placement.
   _____ **Yes** _____ **No**

3. The material composition of the sign and its various elements.
   _____ **Yes** _____ **No**

4. The color(s) of the sign(s) proposed.
   _____ **Yes** _____ **No**

5. Scale of the drawing or graphic noted.
   _____ **Yes** _____ **No**

6. Date of the drawing or graphic noted.
   _____ **Yes** _____ **No**

7. Name of the preparer of the drawing noted.
   _____ **Yes** _____ **No**

I hereby certify that all statements, forms and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Property Owner

DALE BRUESEWITZ Dale Bruesewitz 10/9/17

Print Signature Date

Applicant

Marguerite Schroeder Marguerite Schroeder 9-29-17

Print Signature Date

17.5”w x 13.5”h

2”h JUST PAWS 3”h

DOG

GROOMING

(262)767-7440

JUST PAWS
DOG
GROOMING
(262)767-7440

The window where the decals will
Be applied is 45 1/2 H x 58" wide.
I have enclosed a picture of the type
of font I have chosen for the lettering.
The letters will be white. The design
company figured out the 30% of the
window size to be 17.5"w x 13.5"h.
The decals are vinyl. I have enclosed
a sample of the vinyl used.

font / size of letters

Art/Name

CITY OF BURLINGTON

Administration Department
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Historic Preservation Commission Item: 8A	**Date: November 30, 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 November 17, 2017 with actual balance remaining of $2,077.46 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 November 30, 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)	$9,950.00	$4,975.00		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	**$19,675**
Actual Balance Remaining: $20,000 Less Total Disbursed and Pending =	**$ 2,077.46**

Updated: **11/17/2017**

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

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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: **11/17/2017**

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: **11/17/2017**

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