



**AGENDA**  
**HISTORIC PRESERVATION COMMISSION**  
**THURSDAY, JULY 26, 2018 at 6:30 P.M.**

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

Susan Kott, Aldermanic Representative  
Darrel Eisenhardt, Commissioner  
Frank Capra, Commissioner  
Steve Wagner, Commissioner  
Maria Veronico-Ventura, Commissioner  
Kevin O'Brien, Commissioner  
Daniel Colwell, Commissioner

1. Call to order
2. Roll Call
3. Citizens Comments
4. Approval of minutes of May 24, 2018
5. Letters and Communications: None
6. Old Business:
  - A. **525 Milwaukee Avenue – Commercial Investment Properties Corp.** (The owner will be present to give just cause.)
    - 1) Certificate of Appropriateness extension
    - 2) Façade Grant extension
7. New Business:
  - A. **420, 428, 436 N. Pine Street – Itzin's Shoes & Repair**
    - 1) Certificate of Appropriateness to paint and install an awning
    - 2) Sign Permit application to install an awning
    - 3) Façade Grant application to paint and install an awning
  - B. **164 E. Washington Street - Jiville**
    - 1) Certificate of Appropriateness to improve the front and two sides of the façade
    - 2) Sign Permit application to install a sign

**C. 413 N. Pine Street – The Urb Garden**

- 1) Certificate of Appropriateness to demolish the building, install a gated entry, and create a usable outdoor area in the rear of the building

**B. 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.



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
Thursday, May 24, 2018**

The meeting was called to order by Chairman Darrel Eisenhardt at 6:30 p.m. Aldermanic Representative Susan Kott; Commissioner Frank Capra; and Commissioner Steve Wagner were present. Commissioner Maria Veronico; Commissioner Kevin O'Brien; and Daniel Colwell were excused. Student Representative Tyler Van Patten was present.

**CITIZEN COMMENTS**

Judith Schulz, 525 Milwaukee Avenue, invited everyone to a Cornerstone opening September 8, 2018. Ms. Schulz further stated a couple buildings downtown have one color scheme, but 572 N. Pine Street indicates three or four different colors and would like the Commissioners to take into consideration when approving it.

**APPROVAL OF MINUTES**

Aldermanic Representative Kott moved, and Commissioner Wagner seconded to approve the minutes of April 26, 2018.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

**A. 489 Milwaukee Avenue – World Finance Corporation, tabled April 26, 2018**

**1. Certificate of Appropriateness to install a projecting sign**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Aldermanic Representative Kott stated at the April 26, 2018 meeting the Commissioners might have approved the “Loan & Taxes” signage if it had been removed or had a Serif font. Commissioner Wagner stated the signage installed was different than what was submitted on paper.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Wagner seconded to approve the Certificate of Appropriateness for the awning and signage provided the “Loan & Taxes” are removed or the letters are a smaller Serif font.
- All were in favor and the motion carried.

## **2. Sign Permit application to install a projecting sign**

- Chairman Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the “Loan & Taxes” sign installation provided it was removed or a smaller Serif font with letters no larger than 12 inches high.
- Aldermanic Representative Kott moved, and Commissioner Wagner seconded to approve the perpendicular sign installation.
- All were in favor and the motion carried.

## **NEW BUSINESS**

### **A. 572 N. Pine Street – Parts and Smarts**

#### **1. Certificate of Appropriateness to paint the front and rear façade**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner Wagner asked if this application pertained to the windows. Gregory Guidry, Building Inspector, responded no only the paint, but stated that windows should fill most of the space instead of plywood. Al Strelbicki, owner, stated the business across the street does not have full windows. Aldermanic Representative Kott explained that it was not the Commissioners position to enforce Mr. Strelbicki to change the windows.
- Chairman Eisenhardt responded the rotten wood would need to be replaced where necessary.
- Commissioner Wagner stated that when power washing the windows, they need to be careful.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Certificate of Appropriateness for the painting of the front and rear façade.
- All were in favor and the motion carried.

#### **2. Façade Grant application to paint the front and rear façade**

- Chairman Eisenhardt introduced and opened this item for discussion.

- Aldermanic Representative Kott stated the owner should get an estimate for filling in the plywood area with a trim. Commissioner Wagner commented that when looking from inside the apartment building, the ceiling would need to be raised, which is most likely not a possibility. Chairman Eisenhardt asked if the windows on the second level could be a fake type of glass to enhance the appearance.
- Ms. Schulz asked if there are matching grants to help with the windows. Ms. Schulz commented that at the Top Museum/Teacher's Place she had to angle the windows inside so they are full size. Chairman Eisenhardt replied there are matching grants for windows.
- Commissioner Wagner stated he would like to see more of a trim from the top of the window to the brick with a cross beam, to break up the plywood look, since it would be a lot to paint in one color. Commissioner Wagner reminded the Commissioners that this grant is for the painting, and not for the windows. The Commissioners stated they would like to see it restored to its original state.
- Aldermanic Representative Kott stated new drawings and an estimated proposal would need to be submitted for approval. Aldermanic Representative Kott also stated that once a grant gets approved, they owner cannot request another grant for a certain amount of time. Commissioner Wagner was inquiring how this can be approved if Mr. Strelbicki wants to apply for an additional grant.
- Student Representative Van Patten stated this item could be tabled until a new estimate was given.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Wagner seconded to approve the Façade Grant to paint the front and rear façade, with additional trim to be decided by the owner, which will also be part of this Façade Grant. The applicant would need to come back for approval for additional trim to the upper windows after an estimate of the trim has been determined.
- Roll call: Aldermanic Representative Susan Kott; Commissioner Frank Capra; Commissioner Steve Wagner; and Chairman Darrel Eisenhardt.
- All were in favor and the motion carried.
- Ms. Schulz stated if this gets approved everyone else will want to do the same, but feels the windows should be opened up since anything is possible. Chairman Eisenhardt replied that the way the building is constructed inside it is not feasible to have full length windows, and would be costly.

## **DISCUSSION ITEMS**

### **A. Review of Façade Grant Funding Status**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated Round 7 has a few projects pending and Round 8 has the remaining balance of \$49,680.96.
- Commissioner Wagner asked what the timeframe was from the date of approval to completion. Chairman Eisenhardt answered the applicant has one year to complete the project in order to receive the grant.
- Aldermanic Representative Kott stated the Mercantile building has paint peeling off even though power washing was done twice. Gregory Guidry, Building Inspector, explained there are limited ways on how power washing brick can be done in the historic district.
- Commissioner Wagner questioned if a business installs signage that has not been approved, can it be tied to the grant or for an Occupancy Permit not to be issued. Mr. Guidry explained that an Occupancy Permit is not required for these businesses, unless remodeling has been completed, and an applicant cannot receive a grant until it has been applied for and approved. Mr. Guidry further stated that some applicants have installed their signs without asking for approval and that they go up quickly. Mr. Guidry further stated it is at the owners risk to install prior to approval.
- Angela Phetteplace and Dana Petrillo, representatives for World Finance, stated the manager informed no one of signage being installed. Aldermanic Representative Kott asked if “Loan & Taxes” could be the same font as World Finance with maximum letter of 12 inches high or removed.
- Ms. Schulz suggested to have a letter go out with tax bills or separately to notify business owners that an approval is needed before installing signs. Chairman Eisenhardt stated taxes are sent by Racine County and new businesses sometimes come in without any approval. Commissioner Wagner and Aldermanic Representative Kott stated that it is hard to find the exact wording, and people will always find a loop hole.

## **ADJOURNMENT**

Commissioner Capra moved, and Commissioner Wagner seconded to adjourn the meeting at 7:21 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson  
Administrative Assistant



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

<b>Historic Preservation Commission Item: 6A (1 &amp; 2)</b>	<b>Date:</b> July 26, 2018
<b>Submitted By:</b> Gregory Guidry, Building Inspector	<b>Subject:</b> Request for an extension to the Certificate of Appropriateness and Façade Grant for 525 Milwaukee Avenue

**Details:**

On March 23, 2017, the Historic Preservation Commission approved a Certificate of Appropriateness (COA) application for 525 Milwaukee Avenue. The HPC also approved façade grant in the amount of \$5,000. Both the COA and the façade grant expired after one year, March 23, 2018. Doug Harris, President for Commercial Investment Properties (owner) received an extension expiring September 23, 2018. Mr. Harris has indicated on the attached letter that due delays of contractors' schedules and a wet spring, the façade remodel has been delayed. Mr. Harris requests a 6-8 week extension for the COA and façade grant that expires September 23, 2018. The extension is for the awning and upper façade. The front door has been installed.

As a reminder, the proposed project consists of:

- The installation of a new canopy, recessed LED lighting, concrete curb, a new glazed door and a hanging sign. The proposed canopy is a marine-grade fabric awning in True Brown color over the existing mansard awning with recessed lighting. The storefront renovations include; installing new trim, framing and paneling to cover the existing brick façade, construct a concrete curb at the base of the storefront façade along the sidewalk, install a new door and install a hanging sign. The colors for the façade are Ranch Mink for the major trim, Chocolate Pretzel for the minor trim, Madonna Lily for the accent and Toasted Almond for the base, which are all approved historic colors.

Graef, whose memorandum is attached, recommended approval of this request, subject to conditions listed in their March 13, 2017 memorandum to the Commission.

**Please find the attached extension request correspondence from Doug Harris, owner.**

**Financial Remarks:**

The applicant applied for and was awarded a \$5,000 Façade Grant at the March 23, 2017 meeting.

**Executive Action:**

This item is for consideration to approve a 6-8 week extension to the Certificate of Appropriateness and Façade Grant for 525 Milwaukee Avenue at the July 26, 2018 Historic Preservation Commission meeting.

**Anderson, Kristine**

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**From:** Douglas Harris <dh@hgafb.com>  
**Sent:** Sunday, July 15, 2018 2:26 PM  
**To:** Anderson, Kristine  
**Subject:** Fw: 525 Milwaukee Ave Facade Grant Extension Request

Hi Kristine,

I find that we are in the position of probably needing a further extension of the grant deadline. The front door has finally been installed and work is progressing with the lower facade. The lower facade, with the exception of the awning, should be complete by August 30. Work is now being scheduled for the awning and upper painting, but I have been informed that everyone is backed up and super busy due to the wet spring and the delays encountered with weather, so we are probably looking at 6 to 8 weeks of delay for the upper portion completion.

Please let me know what I have to do since Tom is no longer involved with the commission.

Thanks,

Doug

----- Forwarded Message -----

**From:** Douglas Harris <dh@hgafb.com>  
**To:** "kanderson@burlington-wi.gov" <kanderson@burlington-wi.gov>  
**Sent:** Thursday, February 15, 2018 6:58 PM  
**Subject:** Re: 525 Milwaukee Ave Facade Grant Extension Request



527

KELLER

WERNER



## CITY OF BURLINGTON

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

<b>Historic Preservation Commission Item: 7A (1 &amp; 2)</b>	<b>Date:</b> July 26, 2018
<b>Submitted By:</b> Gregory Guidry, Building Inspector	<b>Subject:</b> Certificate of Appropriateness and Sign Permit for 420, 428, and 436 N. Pine Street

### Details:

David Schmalfeldt of Itzin's Shoes & Repair is requesting approval of a Certificate of Appropriateness and Sign Permit located at 420, 428, and 436 N. Pine Street. The proposed project consists of:

- The improvement of the front façade, including new paint and the replacement of two existing awnings with one improved awning (spanning all three buildings) with signage. The proposed awning is the standard watershed design, with straight seams and no curves. Whereas the two existing awnings have different heights, the improved awning that spans all three buildings is a consistent level. The proposed awning will be constructed with an aluminum frame, Sunbrella fabric in black. The lettering on the awning will indicate the name of the business (Itzin's Shoes & Repairs) in a cream color. The awning will be 8 feet above the sidewalk.

Graef, City Planner, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the July 18, 2018 memorandum to the Commission.

### Financial Remarks:

The applicant had applied for a façade grant as seen in item 7 (A3).

### Executive Action:

This item is for consideration to approve the Certificate of Appropriateness and Sign Permit at the July 26, 2018 Historic Preservation Commission meeting and be placed on the August 7, 2018 Committee of the Whole and Common Council meetings for consideration.



One Honey Creek Corporate Center  
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## MEMORANDUM

**TO:** Historic Preservation Commission  
City of Burlington

**FROM:** GRAEF  
Ben Block  
Tanya Fonseca, AICP

**DATE:** July 18, 2018

**SUBJECT:** Review of an Application for the Certificate of Appropriateness and a Sign Permit Application for 436 N. Pine Street, Burlington, WI 53105

### A. PURPOSE

1. Consider for approval an Application for the Certificate of Appropriateness from David M. Schmalfeldt (Applicant) to perform the following improvements:
  - a. repaint the façades of 436, 428, and 420 N Pine Street;
  - b. remove an existing awning that extends from 436 to 428 N Pine Street;
  - c. remove an existing awning at 420 N Pine Street; and,
  - d. install a new awning that extends from 436 to 420 N Pine Street.
2. Consider for approval a Sign Permit Application from David M. Schmalfeldt to include signage on the proposed awning that extends from 436 to 420 N Pine Street.

### B. RECOMMENDATION

Based upon the review of submitted materials, GRAEF recommends that the Historic Preservation Commission recommend to the Common Council the **APPROVAL** of the following:

- a. an Application for the Certificate of Appropriateness from Scott Hermann for 420, 428, and 436 N. Pine Street to paint the front façade, replace two existing awnings with one improved awning (spanning all three buildings), with signage.
- b. a Sign Permit Application from Scott Hermann for 400 N Pine Street to install an awning with business signage.

### C. TYPE AND CHARACTER OF RENOVATIONS

David Schmalfeldt (Applicant) submitted applications to improve the front façades of the buildings located at 420, 428, and 436 N. Pine Street, including new paint and the replacement of two existing awnings with one improved awning (spanning all three buildings), with signage.

The proposed awning is the standard watershed design, with straight seams and no curves. Whereas the two existing awnings have different heights, the improved awning that spans all three buildings a consistent level. The proposed awning will be composed with an aluminum frame, Sunbrella fabric in black. The lettering on the awning will indicate the name of the business (Itzin's Shoes and Repairs) in a cream color. The awning will be 8 feet above the sidewalk.

The lettering on the awnings is compliant with the *Burlington Historic Downtown Main Street District: Design Quality - Standard Guidelines*; the size will be less than 12 inches, and consume less than 60% of the signage area.

## **D. REVIEW OF PROPOSED RENOVATIONS WITH HISTORIC PRESERVATION ORDINANCES & GUIDELINES**

The regulation of the appropriateness of signs on historical buildings within the Burlington Historic Downtown Main Street District falls under the purview of City of Burlington Zoning Code §315-139 "Certificate of appropriateness" and the "Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines."

### *I. City of Burlington Zoning Code §315-139 "Certificate of appropriateness"*

City of Burlington Zoning Code §315-139 "Certificate of appropriateness" enumerates nine (9) required pieces of information, documents, or exhibits that need to be provided by an applicant. The Applicant satisfied the relevant requirements and submitted a complete submittal for review. The submittal is compliant with §315-139.

### *II. "Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines"*

The "Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines" describe the preferred technical characteristics of contextually-appropriate façade improvements and signage within the Historic Preservation Overlay District (HPO). A building owner that follows these guidelines may increase the likelihood of approval of their project, as the Historic Preservation Commission uses the guidelines to determine compliance. The primary objective of the guidelines is to preserve the traditional façade of the storefronts through the regulation of the type of sign, sign size, and the placement of the sign.

The Applicant's proposed façade improvements and improved awning with signage are of a physical form and character to be appropriate along the street edge on N Pine Street. The height of the awning with signage will allow for visibility from the street, but will not obstruct views at the pedestrian level. The colors of the sign graphics and lettering are reserved and respectful and are consistent with the HPO's preferred color palette.<sup>1</sup>

The façade improvements and improved awning with signage have been deemed to be historically appropriate and contextually sensitive with the surrounding buildings.

<sup>1</sup> Within the City of Burlington Historic Preservation Overlay District, a palette of colors is preferred. It is available for consultation on-line: <<http://www.burlington-wi.gov/index.aspx?nid=384>>.

**E. COMPLIANCE WITH CITY OF BURLINGTON ZONING CODE***I. Zoning Code Article VII "Signs"*

Provisions within City of Burlington Zoning Code Article VII "Signs" provide for general sign regulations, as well as the specific regulation of signs in the Historic Preservation Overlay District (HPO) pursuant to §315-74. The proposed awning signage (including its height, projection, placement, and total signage area) is compliant with §315-74(C)(1-5).



## 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: 436 N. Pine Street, Burlington, WI
3. Applicant Name: David M Schmalfeldt
4. Owner Name: David M Schmalfeldt
5. Name of Tenant: \_\_\_\_\_
6. Name of Business: Itzin's Shoes & Repair, LLC
7. What is (are) the existing use(s) of the building? \_\_\_\_\_
8. Telephone Number: 262 763 2811 Facsimile Number: \_\_\_\_\_
9. E-Mail Address: itzins@yahoo.com
10. Applicant Mailing Address: 436 N. Pine St. Burlington, WI 53105
11. Does the applicant own the project building?  Yes \_\_\_\_\_ No
12. If no, please list owner's name and address: \_\_\_\_\_
13. Architect or engineer's name and address: Burli-Signs
14. Date of submittal of plans: 3-21-18
15. Scale of drawings noted on each drawing: \_\_\_\_\_
16. Building type, size and location: \_\_\_\_\_
17. Height of building: \_\_\_\_\_
18. Exterior material samples to be provided: \_\_\_\_\_

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

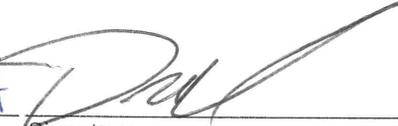
19. Proposed Start Date: ASAP
20. Proposed Completion Date: June 2018

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**

David M Schmalfeldt  3-21-18  
Print Signature Date

**Applicant**

David M Schmalfeldt  3-21-18  
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!



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 4<sup>th</sup> 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 2<sup>nd</sup> 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) 436 N. Pine Street Burlington, WI 53105	Applicant Name(s): David M. Schmalfeldt
Property Owner Name: David M. Schmalfeldt	Applicant Mailing Address: 1256 Brook Rd. Burlington, WI 53105
Property Owner Telephone Number: 262 763 2811	Applicant Telephone Number: SAME
Property Owner Fax Number: SAME	Applicant Fax Number: 262 763 4779
Sign Contractor Burli Signs	Sign Contractor Mailing Address

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  No  
Conform to Extension Requirement?  Yes  No

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

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

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

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

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

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

4. **Illumination of Signs.**

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

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

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

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

5. **Limitation of Types of Window Signs.**

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

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

6. **Signage Color.**

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

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

Created on 06/07/2000 10:51 AM



**PROPOSAL**

DATE: March 6, 2018

FROM:  
CRAMER CONSTRUCTION  
32810 YAHNKE RD.  
BURLINGTON, WI. 53105  
262-539-3060 or 262-767-0901

We are pleased to submit the following bid to:  
Itzin's Shoe & Repairs  
436 N Pine St.  
Burlington, WI. 53105

**DESCRIPTION OF WORK**

Removal of existing Awnings

Remove existing awnings and dispose of awnings.  
Construct walls, as needed, to flush walls with brick to receive new awning. New awning by others.  
Cover new walls, as needed, with cedar or like material so ready for paint. Paint exposed cedar as needed, color by owner.  
Re-work electric as needed.  
Removal and disposal of all trash.

Total Material and Labor as described above

\$6,750.00

**ALL MATERIALS AND LABOR: \$6,750.00**  
**BID VALID FOR 30 DAYS FROM ABOVE DATE**  
**FOR ACCEPTANCE OF PROPOSAL PLEASE CALL, SIGN,**  
**DATE AND RETURN TO ABOVE ADDRESS.**

**ACCEPTED BY:** \_\_\_\_\_



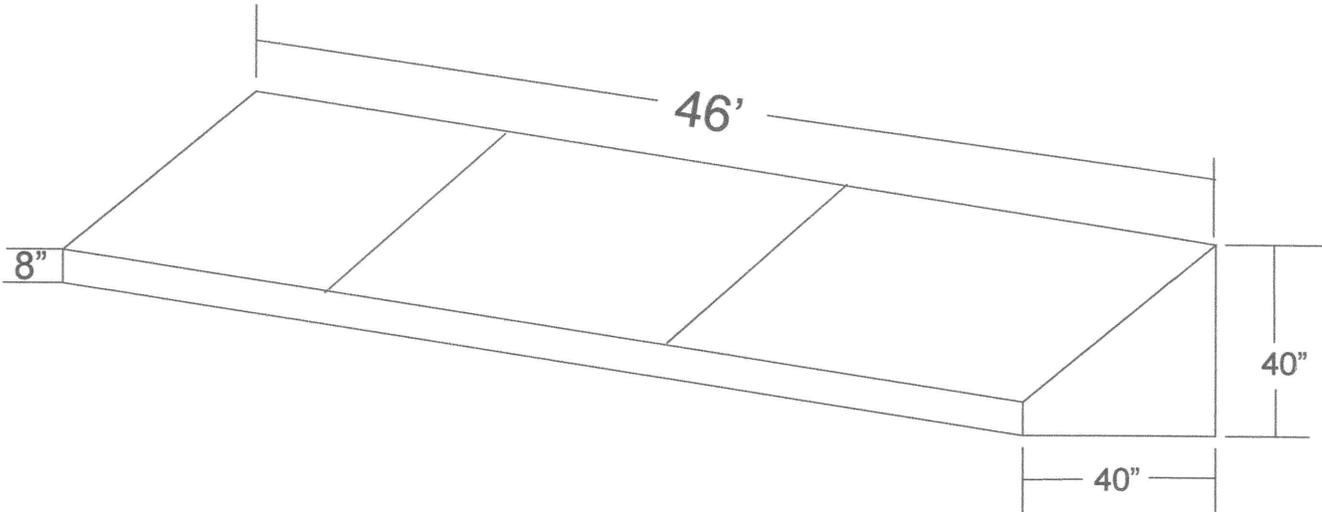
07.03.2018 12:28



Darker Maroon will be **1-1-2005**  
(ashley gray HC-87 or Rockport gray HC-105) also in →

all of the lighter tan color on the buildings will be (litchfield gray HC-78)

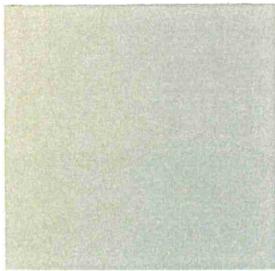
Benjamin Moore Historical Collection



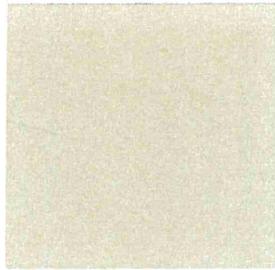
The manufacturing of one 40" x 40" x 46' awning  
COLOR Black Aluminum frame Sunbrella Fabric  
Awning made in (3) sections

*Cream writing  
8ft above sidewalk*

**AWNING \$3,844.00**  
**INSTALLATION \$1,485.00**  
PLUS TAX / PERMITS

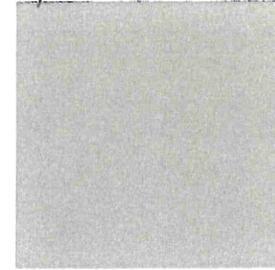


nantucket gray HC-111  
gris de nantucket

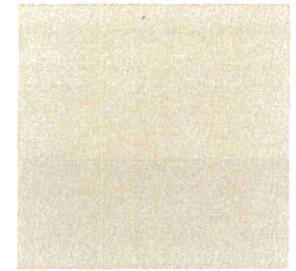


bleeker beige HC-80  
beige de bleeker

elmira white HC-84  
blanco de elmira

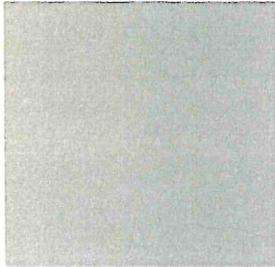


ashley gray HC-87  
gris de ashley

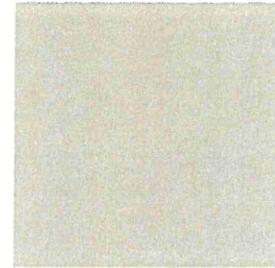


bradstreet beige HC-48  
beige de bradstreet

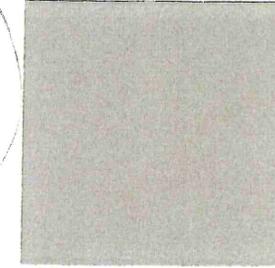
wickham gray HC-171  
gris de wickham



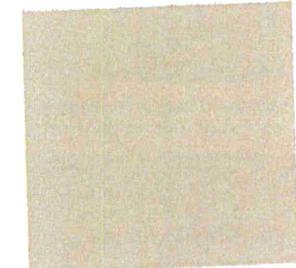
gettysburg gray HC-107  
gris de gettysburg



litchfield gray HC-78  
gris de litchfield

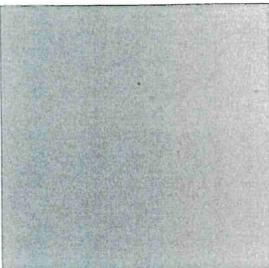


alexandria beige HC-77  
beige de alejandría

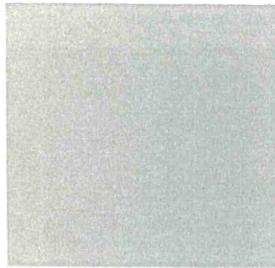


brookline beige HC-47  
beige de brookline

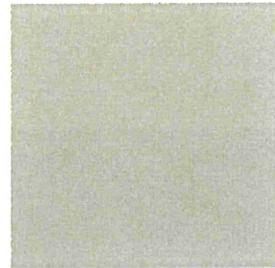
stonington gray HC-170  
gris de stonington



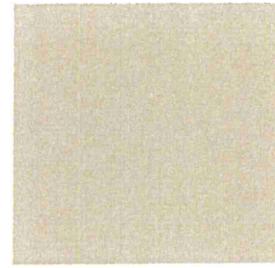
chelsea gray HC-168  
gris de chelsea



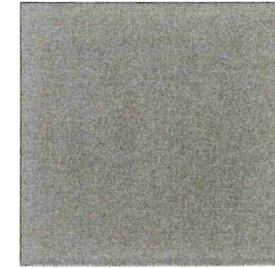
rockport gray HC-105  
gris de rockport



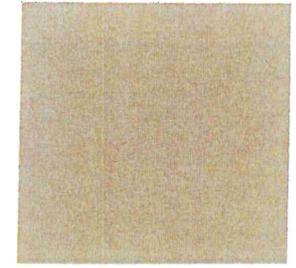
northampton putty HC-89  
masilla de northampton



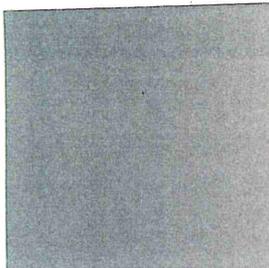
lenox tan HC-44  
bronceado de lenox



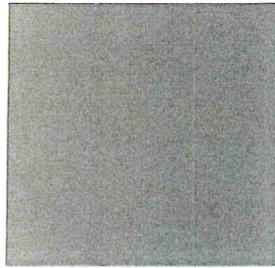
davenport tan HC-76  
bronceado de davenport



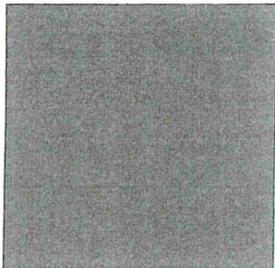
jackson tan HC-46  
bronceado de jackson



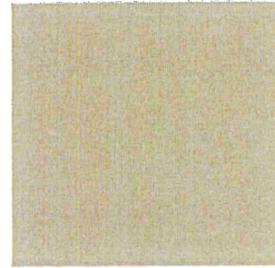
amherst gray HC-167  
gris de amherst



gloucester sage HC-100  
salvia de gloucester



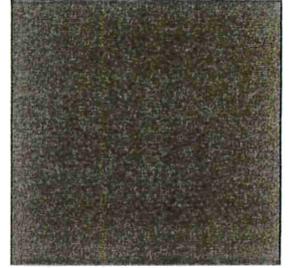
cromwell gray HC-103  
gris de cromwell



tyler taupe HC-43  
gris pardo de tyler



van buren brown HC-70  
marrón de van buren



hasbrouck brown HC-71  
marrón de hasbrouck



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

<b>Historic Preservation Commission Item: 7A (3)</b>	<b>Date:</b> July 26, 2018
<b>Submitted By:</b> Megan Watkins, Director of Administrative Services	<b>Subject:</b> Façade Grant Application for 420, 428, and 436 N. Pine Street

**Details:**

David Schmalfeldt of Itzin’s Shoes & Repairs is requesting approval of a Façade Grant Application located at 420, 428, and 436 N. Pine Street. The proposed project consists of:

- The improvement of the front façade, including new paint and the replacement of two existing awnings with one improved awning (spanning all three buildings) with signage. The proposed awning is the standard watershed design, with straight seams and no curves. Whereas the two existing awnings have different heights, the improved awning that spans all three buildings a consistent level. The proposed awning will be compressed with an aluminum frame, Sunbrella fabric in black. The lettering on the awning will indicate the name of the business (Itzin’s Shoes & Repairs) in a cream color. The awning will be 8 feet above the sidewalk. The Certificate of Appropriateness is pending approval for these façade improvements at the July 26, 2018 HPC meeting.

If the HPC approves this application, staff recommends that the approval be contingent on satisfying the recommendations in Graef’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 \$14,000 for 420, 428, and 436 N. Pine Street. If the Façade Grant is approved by the HPC the grant should not exceed \$7,000. This project has two separate buildings with one business, thus allowing for two façade grants. The remaining available façade grant balance would be \$49,680.96.

**Executive Action:**

This item is for consideration to approve the Façade Grant Program at the July 26, 2018 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:** July 10, 2017

**Applicant Address & Name:** David M. Schmalfeldt - 420, 428 & 436 N. Pine (Itzin's Shoes & Repair, LLC)

Project Overview/ Applicant's Request:	Submitted
Front facade improvements including new paint and awning on two buildings (one business) <b>Staff Comments:</b> <i>COA is scheduled for consideration at the July 2018 HPC meeting</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<b>Application Checklist for Staff Review:</b>	
1. COA application received and/ or sign permit application received and/or approved by HPC <b>Staff Comments:</b> <i>COA has been received and has yet to be reviewed/approved by the HPC</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
2. Eligible project uses per program rules/HPS staff? <b>Staff Comments:</b> <i>See Graef's memorandum for the COA application recommendations</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> See Note <input checked="" type="checkbox"/>
3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.  <b>Staff Comments:</b> <i>Total estimate for front facade improvements: \$14,000.00            (50% = \$7,000.00) As this improvement project covers two separate buildings that are connected inside with one business, two facade grants are allowed (up to \$10,000.00). Total allowable amount for these facade grants equal \$7,000.00.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Status of City owed taxes, payments and fees  <b>Staff Comments:</b> <i>Real Estate Taxes and Utilities are paid in full</i>	See Contingencies
<b>Staff Recommendation (contingencies listed):</b>	
<p><i>The applicant is <u>eligible for a façade grant in the amount not to exceed \$7,000.00</u> . Staff suggests that approval be <u>contingent</u> on satisfying the following contingencies:</i></p> <ul style="list-style-type: none"> <li>• <i>Satisfy any recommendations in Guidry's memo for the COA as indicated by the HPC</i></li> <li>• <i>Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.</i></li> <li>• <i>Applicant will wait to perform this work until Common Council takes final action on approval.</i></li> <li>• <i>Applicant will obtain all required permits and the Building Inspector will monitor the project and must provide final approval prior to grant reimbursement.</i></li> <li>• <i>All taxes, payments, fees owed to the City by the applicant must be paid prior to reimbursement of grant funds.</i></li> </ul> <p><i>If the project is not completed and if the façade grant is not disbursed within 12 months, the HPC reserves the right to rescind the allotted grant amount.</i></p>	



Official Use Only  
 Date Received 6/13/18  
 Application No 2

City of Burlington  
 Façade Improvement Grant Program  
 Application Form

Project Address: 420 N. Pine St., Burlington, WI

Applicant Name: David M Schmalfeldt

Owner Name: SAME

Name of Business: Itzins shoes & Repair LLC

Telephone Number: 262 7632811 Facsimile Number: 262 763-4779

E-Mail Address: itzins@yahoo.com

Applicant Mailing Address: 1256 Brook Rd Burlington

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: Replacing existing wooden awnings with canvas awning to extend the length of all three store fronts or painting all three buildings to match

Estimated Project Cost: \$14,000.00

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

Proposed start date: Aug. 1, 2018

Proposed completion date: ~~Oct. 1, 2018~~ Oct. 1, 2018 (latest)

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

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

If so, please explain. \_\_\_\_\_

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

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

[Signature]  
 Signature of Applicant  
David Schmalfeldt  
 Print Name

[Signature]  
 Signature of Property Owner  
David Schmalfeldt  
 Print Name

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



Official Use Only  
 Date Received 6/13/18  
 Application No. 3

City of Burlington  
 Façade Improvement Grant Program  
 Application Form

Project Address: 428 Pine Street, Burlington, WI

Applicant Name: David M. Schmalfeldt

Owner Name: SAME

Name of Business: Itzins Shoes & Repair, LLC.

Telephone Number: 262 763 2811 Facsimile Number: 262 763 4779

E-Mail Address: itzins@yahoo.com

Applicant Mailing Address: 1256 Brook Rd. Burlington

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: Replacing existing wooden awnings & replacing with canvas to extend the length off all 3 store fronts. Also painting all 3 buildings to match  
 Estimated Project Cost: \$14,000.00

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

Proposed start date: Aug 1, 2018

Proposed completion date: Oct. 1, 2018 (latest)

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

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

If so, please explain. \_\_\_\_\_

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

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

[Signature]  
 Signature of Applicant

David Schmalfeldt  
 Print Name

[Signature]  
 Signature of Property Owner

David Schmalfeldt  
 Print Name

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



Official Use Only  
 Date Received 6/13/18  
 Application No. 4

City of Burlington  
 Façade Improvement Grant Program  
 Application Form

Project Address: 436 N. Pine St., Burlington, WI  
 Applicant Name: David M Schmalfeldt  
 Owner Name: SAME  
 Name of Business: Itzins shoes & Repair, LLC.  
 Telephone Number: 262 763 2811 Facsimile Number: 262 763 4779  
 E-Mail Address: Itzins@yahoo.com  
 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: Replacing existing warden awnings with a canvas one to extend the length off all three store fronts & painting all three buildings to match. \*14,000.00  
 Estimated Project Cost: \_\_\_\_\_

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

Proposed start date: Aug. 1, 2018

Proposed completion date: Oct. 1, 2018 (latest)

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

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

If so, please explain. \_\_\_\_\_

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

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

[Signature]  
 Signature of Applicant  
David Schmalfeldt  
 Print Name

[Signature]  
 Signature of Property Owner  
David Schmalfeldt  
 Print Name

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

**PROPOSAL**

DATE: March 6, 2018

FROM:  
CRAMER CONSTRUCTION  
32810 YAHNKE RD.  
BURLINGTON, WI. 53105  
262-539-3060 or 262-767-0901

We are pleased to submit the following bid to:  
Itzin's Shoe & Repairs  
436 N Pine St.  
Burlington, WI. 53105

**DESCRIPTION OF WORK**

Removal of existing Awnings

Remove existing awnings and dispose of awnings.  
Construct walls, as needed, to flush walls with brick to receive new awning. New awning by others.  
Cover new walls, as needed, with cedar or like material so ready for paint. Paint exposed cedar as needed, color by owner.  
Re-work electric as needed.  
Removal and disposal of all trash.

Total Material and Labor as described above

\$6,750.00

**ALL MATERIALS AND LABOR: \$6,750.00**  
**BID VALID FOR 30 DAYS FROM ABOVE DATE**  
**FOR ACCEPTANCE OF PROPOSAL PLEASE CALL, SIGN,**  
**DATE AND RETURN TO ABOVE ADDRESS.**

**ACCEPTED BY: \_\_\_\_\_**

RJL Painting

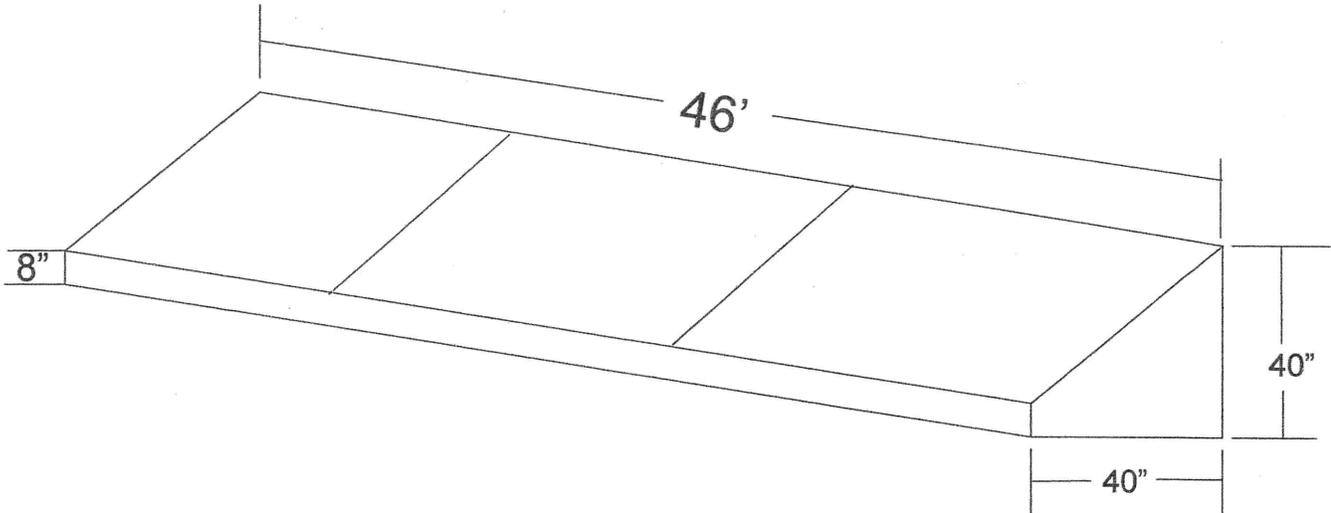
309 S. Oakland Ave.  
Burlington, WI 53105

# Estimate

Date                      Estimate #  
6/2/2018                      1011

Name / Address
Itzin's Shoes Pine St. Burlington, WI 53105

		Project
		Itzin's Shoes Exterior Painting
Description		Total
Painting exterior windows and trim. Includes materials.		1,800.00
1/2 down at start of job and the balance upon completion.	<b>Total</b>	\$1,800.00



The manufacturing of one 40" x 40" x 46' awning  
COLOR Black Aluminum frame Sunbrella Fabric  
Awning made in (3) sections

*Cream writing*  
*8ft above sidewalk*

AWNING \$3,844.00  
INSTALLATION \$1,485.00

PLUS TAX / PERMITS



Darker Maroon will be 1 1 2005  
(ashley gray HC-87 or Rockport gray HC-105) also in

all of the lighter tan color on the buildings will be (litchfield gray HC-78)

Benjamin Moore Historical Collection



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

<b>Historic Preservation Commission Item: 7B (1 &amp; 2)</b>	<b>Date:</b> July 26, 2018
<b>Submitted By:</b> Gregory Guidry, Building Inspector	<b>Subject:</b> Certificate of Appropriateness and Sign Permit for 164 E. Washington Street

**Details:**

Wendy Lynch, applicant, is requesting approval of a Certificate of Appropriateness and Sign Permit located at 164 E. Washington Street. The proposed project consists of:

- Improvements to the property including new paint, an awning, new signage, an indoor/outdoor bar, window boxes, light fixtures, and new doors. The building was used as a laundromat and the proposed improvements would prepare its future use as a wedding-support venue with an indoor/outdoor bar and VRBO suites (“Vacation-Rental-By-Owner”). The proposed improvements include:
  - A. New black paint above and below standard windows, and below the large front-windows.
  - B. A new awning above three main window lines and feature black decorative corbels and a metal or copper roof.
  - C. A new door for caterer entrance on the side of the building.
  - D. Two new doors for main entrances on the front of the building that feature large glass panes.
  - E. New signage that will be tinted with a blue background and black text, or a white background and black text. The sign is proposed to be lite within.
  - F. An indoor/outdoor bar to the rear in the building. The bar will have black paint on the trim of windows and door frame, existing brick under the bar, a granite bar top (black), and a glass entry door with a black frame.
  - G. Seven window boxes constructed of black metal below the second-story window on the side and rear of the building.
  - H. Light fixtures installed over the main front entrances.
  - I. Light fixture installed next to the new door for caterer entrance. The fixtures are mounted wall lanterns, and constructed of black metal.

**Financial Remarks:**

The applicant will be applying for a façade grant after approval.

**Executive Action:**

This item is for consideration to approve the Certificate of Appropriateness and Sign Permit at the July 26, 2018 Historic Preservation Commission meeting and be placed on the August 7, 2018 Committee of the Whole and Common Council meetings for consideration.



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

Continued:

- J. Light fixtures on the back of the building. The fixtures are mounted wall over lights, constructed of black metal, and provide lighting for the indoor/outdoor bar.
- K. A second-floor fire escape painted black.
- L. New windows on the side of the building that are the same style to replace the existing first-story windows.

Graef, City Planner, whose memorandum is attached, conditionally recommends approval of this request, subject to conditions listed in the July 18, 2018 memorandum to the Commission.

**Financial Remarks:**

The applicant will be applying for a façade grant after approval.

**Executive Action:**

This item is for consideration to approve the Certificate of Appropriateness and Sign Permit at the July 26, 2018 Historic Preservation Commission meeting and be placed on the August 7, 2018 Committee of the Whole and Common Council meetings for consideration.



collaborāte / formulāte / innovāte

## MEMORANDUM

**TO:** Historic Preservation Commission  
City of Burlington

**FROM:** GRAEF  
Ben Block  
Tanya Fonseca, AICP

**DATE:** July 18, 2018

**SUBJECT:** Review of an Application for the Certificate of Appropriateness and a Sign Permit Application for 164 E. Washington Street.

### I. PURPOSE

1. Consider for approval an Application for the Certificate of Appropriateness from Wendy Lynch (Applicant) for improvements to the property located at 164 E. Washington Street, including new paint, an awning, new signage, an indoor/outdoor bar, window boxes, light fixtures, and new doors; and,
2. Consider for approval a Sign Permit Application from Wendy Lynch (Applicant) for a new sign to reflect the new business ("Jivilee") to be located at 164 E. Washington Street.

### II. BACKGROUND

Wendy Lynch (Applicant) submitted an Application for the Certificate of Appropriateness and a Sign Permit Application to make improvements to the building located 164 E. Washington Street. The building has until recently been used as a laundromat, and the proposed improvements would prepare the building for its future use as a wedding-support venue with an indoor/outdoor bar and VRBO suites ("Vacation-Rental-By-Owner"). A review of these improvements should also take into consideration the proposed improvements to 413 N Pine Street, which include the creation of an outdoor space (the Urb Garden) that would connect to the rear of 164 E. Washington Street.

The proposed improvements include the following:

- A. New black paint above and below standard windows and below the large front-windows.
- B. A new awning above large front-windows.
- C. A new door for caterer entrance on the side of the building.
- D. Two new doors for main entrances on the front of the building.
- E. New signage to reflect the new use.
- F. An indoor/outdoor bar to the rear of the building.
- G. Window boxes below second-story standard windows on the side and rear of the building.
- H. Light fixtures over the main entrances.

- I. Light fixture next to the new door for caterer entrance.
- J. Light fixtures on the back of the building.
- K. A second-floor fire escape solution to accommodate a second form of egress.
- L. New windows on the side of the building (same style as existing windows).

Each of these elements will be evaluated below in accordance with the *Burlington Historic Downtown Main Street District: Design Quality – Standard Guidelines*, as well as the district standards as contained in the Burlington Zoning Code.

## C. TYPE AND CHARACTER OF RENOVATIONS

### A. New Black Paint

The Applicant proposes to use Best Black Paint by Benjamin Moore to add color to the window trims, concrete headers, awning, and doors. This proposed color is compatible with the historic period of the building, and is compatible with the surrounding context. The items that are proposed to be painted black will help accentuate the architectural elements of the building in line with the desires of the *Design Quality – Standard Guidelines*.

### B. New Awning

The Applicant proposes to add a new awning above the existing large front-windows. The awning will span all three main window lines, and feature black decorative corbels and a metal or copper roof. The awning will feature the same paint color as the window trims, concrete headers, and doors. The proposed awning is compatible with the existing building façade, and is compatible with the surrounding context. The addition of an awning will be consistent with the desires of the *Design Quality – Standard Guidelines*.

### C. New Door (side of building)

The Applicant proposes to replace the existing side entry to the building with a new door, to be used as a caterer entrance. The proposed door is compatible with the other architectural elements of the building, and is compatible with the surrounding context.

### D. New Doors (main entrance)

The Applicant proposes to replace two existing doors on the front of the building. The eastern front door will be replaced with a replica of the style found on the 1895 building located at 413 N Pine Street (immediately adjacent to the property). This door is compatible with the architectural elements of the building, and is compatible with the surrounding context. The western front door will be replaced with a door of a similar style that features large glass panes. Through this door will be visible an inside stairwell that leads to the upstairs VBRO (“Vacation Rentals By Owner” – [www.vrbo.com](http://www.vrbo.com)) suites. This door is also compatible with the architectural elements of the building, as well as the surrounding context.

## E. New Signage

The Applicant proposes to replace the existing blade sign with a new steel frame blade sign. The proposed sign will be tinted either with a blue background and black text, or a white background and black text. It is our opinion that the white background and black text would be a more compatible color palette, though both options would be compatible with the goals of the Historic Preservation Overlay District.<sup>1</sup>

The Applicant proposes to light the sign from within, which is prohibited by §315-74(D):

*No internally illuminated signs, including but not limited to electronic messaging signs, shall be installed in the HPO Historic Preservation Overlay District.*

Though internally lit signs are prohibited by this section of the Code, the Historic Plan Commission might find that the Code was written prior to the development of illumination methods that may be acceptable and appropriate for the Historic Preservation Overlay District.

To acquire a sign permit and a certificate of Appropriateness, the Applicant should submit additional materials that demonstrate the quality and character of the internally lit sign – ***the submittal and review of information regarding the illumination of this sign will be a condition of approval for the Certificate of Appropriateness.***

## F. Indoor/Outdoor Bar

The Applicant proposes to create an indoor/outdoor bar at the rear of the building. This space will connect to the proposed improvements to 413 N Pine Street (the Urb Garden) to allow for social integration between the two properties. The elements of this indoor/outdoor bar include black paint on the trim of windows and door frame, existing brick under the bar, a granite bar top (black), and a glass entry door with a black frame. Though these architectural elements are perhaps inconsistent with the historical period of the building, their location on the rear of the building will not disrupt the street façade or compatibility with the surrounding context. The color and style of the proposed indoor/outdoor bar will be consistent with the character of the rest of the improvements, and are compatible with the building.

## G. Window Boxes

The Applicant proposes to install 7 window boxes beneath the second-story windows that align the western and northern sides of the building. If granted permission, the Applicant also proposes to install 2 window boxes beneath the second-story windows that align the northern side of the Flippy's building. If permission is not granted, then free-standing metal frames will be installed to support the growth of plants and greenery. The submitted materials suggest that these window boxes will be constructed from a black metal, and that their design will be consistent and compatible with the surrounding and proposed architectural features.

<sup>1</sup> Within the City of Burlington Historic Preservation Overlay District, a palette of colors is preferred. It is available for consultation on-line: <<http://www.burlington-wi.gov/index.aspx?nid=384>>.

H. Light Fixtures (front)

The Applicant proposes to install light fixtures on the front entries of the building. Renderings of these proposed fixtures are missing from the Application – ***submittal and review of information regarding these fixtures will be a condition of approval.***

I. Light Fixtures (side)

The Applicant proposes to install light fixtures on the side entries of the building. The proposed fixtures are mounted wall lanterns, constructed of black metal. These light fixtures are consistent with the Design Standard Guidelines and compatible with the surrounding architectural features.

J. Light Fixtures (back)

The Applicant proposes to install light fixtures on the back entries of the building. The proposed fixtures are mounted wall over lights, constructed of black metal, that will provide lighting for the indoor/outdoor bar. These light fixtures are consistent with the Design Standard Guidelines and compatible with the surrounding architectural features.

K. A Second-Story Fire Escape

In anticipation of the need for a second form of egress from the second-story suites, the Applicant proposes to install a second-story fire escape on the western side of the building. This fire escape will be painted black. This fire-escape will be compatible with the surrounding context, as many nearby properties have second-story fire escapes on the sides and rears of the buildings.

L. New Windows to the Side

The Applicant includes a note on the proposed design for the western side of the building that indicates new windows will be installed to replace the existing first-story windows. This note indicates that new windows will be of the same style as existing windows. The Applicant should submit renderings of the new windows so that the Historic Preservation Commission can confirm that these windows will be acceptable – ***submittal and review of information regarding these windows will be a condition of approval.***

## **D. REVIEW OF PROPOSED RENOVATIONS WITH HISTORIC PRESERVATION ORDINANCES & GUIDELINES**

The regulation of the appropriateness of renovations to historical buildings within the Burlington Historic Downtown Main Street District falls under the purview of City of Burlington Zoning Code Section §315-139 “Certificate of appropriateness” and the “Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines.”

I. *City of Burlington Zoning Code Section §315-139 “Certificate of appropriateness”*

City of Burlington Zoning Code Section §315-139 “Certificate of appropriateness” enumerates nine (9) required pieces of information, documents, or exhibits that need to be provided by an applicant. These

materials are integrated into the “Application for the Certificate of Appropriateness” to create a checklist and ensure that each applicant submits the appropriate materials.

With the exception of a few missing pieces of information (detailed renderings of the replacement windows and front-entry light fixtures), the Applicant has satisfied the requirements of the City of Burlington Zoning Code Section §315-139 and is in compliance. Approval should be conditioned on the submittal and approval of these missing pieces of information.

#### *II. “Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines”*

The “Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines” describe the preferred technical characteristics of contextually-appropriate historic preservation renovations. A building owner that follows these guidelines may increase the likelihood of approval of their project, as the Historic Preservation Commission uses the guidelines to determine compliance. The primary objective of the guidelines is to preserve the traditional façade of the storefronts through the regulation of materials, colors, and construction and renovation techniques. Specifically, an assessment of an applicant’s proposed renovations considers:

- a. Historically appropriate design themes,
- b. Contextual sensitivity of renovations in relation to surrounding buildings, and
- c. Simple and unobtrusive storefront materials that maintain the building’s original appearance.

The proposed improvements will satisfy the conditions outlined above and advance the goals of the Historic Preservation Overlay District.

#### *III. City of Burlington Zoning Code Section §315-74 “Signs in HPO Historic Preservation Overlay District”*

The proposed sign is compliant with all of the provisions outlined in this section of the zoning code, with the exception of the provision regulating internally lit signs (as outlined above). Approval of the Sign Permit Application and Application for a Certificate of Appropriateness will be conditioned on the submittal of additional details regarding the illumination of this sign.

#### **E. RECOMMENDATION**

Based upon the review of submitted materials, GRAEF recommends that the Historic Preservation Commission recommend to the Common Council the **CONDITIONAL APPROVAL** of the Application for a Certificate of Appropriateness with the following conditions:

- a. the Applicant submit detailed information regarding the quality and character of the front-entry light fixtures, to be approved by the Historic Plan Commission;
- b. the Applicant submit detailed information regarding the quality and character of illumination for the front blade sign, to be approved by the Historic Plan Commission; and,
- c. the Applicant submit detailed information regarding the quality and character of the proposed windows to replace the existing windows on the side of the building, to be approved by the Historic Plan Commission.

Moving forward, a Conditional Use Permit will be required for the VRBO suites, per §315-27(D)(5). This will be reviewed by the Plan Commission.



City of Burlington  
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.

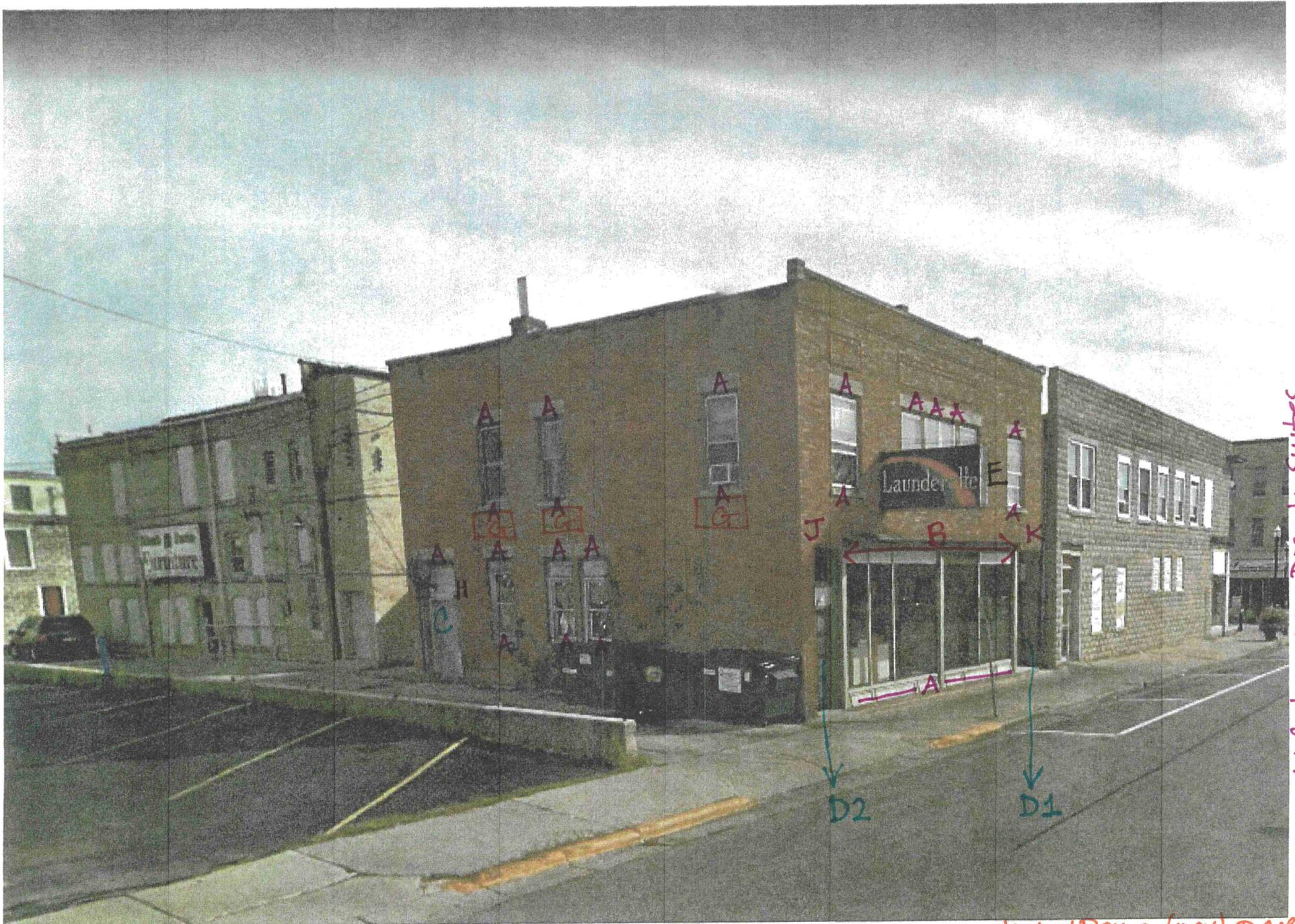
For alterations consisting of painting only, color samples and photographs shall be submitted indicating the areas to be painted.

2. Project Address: 164 E Washington Street, Burlington, WI
3. Applicant Name: Wendy Lynch
4. Owner Name: Wendy + Andrew Lynch
5. Name of Tenant: Same
6. Name of Business: JIVILEE
7. What is (are) the existing use(s) of the building? Laundromat
8. Telephone Number: 2628062629 Facsimile Number: \_\_\_\_\_
9. E-Mail Address: wendy@mercantilehall.com
10. Applicant Mailing Address: 132 Duane Street Burlington, WI
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: Bob Riggs / Mike Spiegelhoff
14. Date of submittal of plans: \_\_\_\_\_
15. Scale of drawings noted on each drawing: \_\_\_\_\_
16. Building type, size and location: Brick Building, ~1800 sq'
17. Height of building: 2 stories
18. Exterior material samples to be provided: Awning material



# Jivilee

164 E WASHINGTON STREET  
BURLINGTON, WI 53105



A = Painted Black

B = Awning

C = Caterer entrance door (3rd photo)

D = Main Doors

E = Signage

F = Indoor/Outdoor Bar (next page)

G = Window Boxes (next page + this page)

H = Light fixture on side

I = Light fixtures on back of bldg.

J = Light fixture over Door to Suites  
 K = Light fixture over main entry door



A

A

A

A

A

I

A

A

A

A

A

A

H

DOOR:  
C  
COLOR:  
A



Parking  
for Bank  
Patrons  
Only  
Violators will  
be towed at:  
owner's expense  
Wisconsin Statute  
346.55



TRASH ONLY





A

A

A

A

A

G

G

G G

G G

F2

F2

F2

FI



dish

No Solicitors

Wood  
Painted  
Best  
Black by  
Benjamin  
Moore  
A

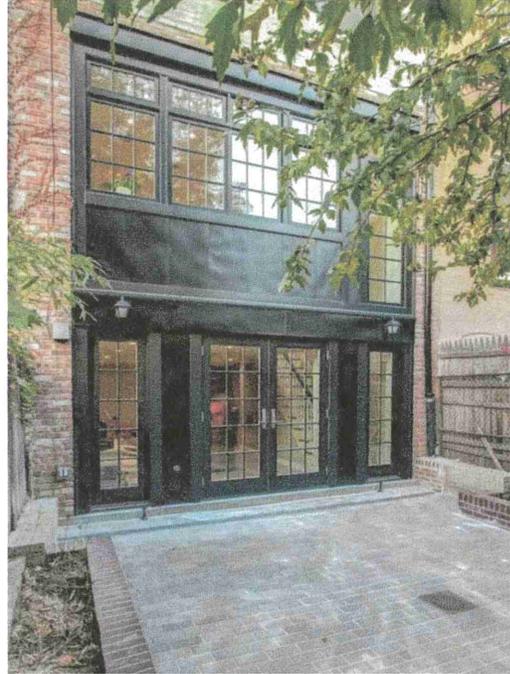
c

CAUTION  
WARNING

# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

EXTERIOR PAINT: BLACK, NOTED AS "A" ON PHOTOS  
[WINDOW TRIMS, CONCRETE HEADERS & DOORS ONLY]



BEST BLACK PAINT  
*by Benjamin Moore*



BLACK



BLACK BEAUTY



ONYX



BLACK INK



BLACK SATIN



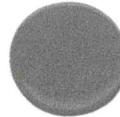
SOOT



WROUGHT IRON



BLACK PANTHER



NIGHTFALL

[WWW.204PARK.COM](http://WWW.204PARK.COM)

# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

NOTED AS "B" ON PHOTO, PG 1

The awning, which will span all three main window lines, will feature black decorative corbels and a metal or copper roof. We would like to feature a black copper awning (as shown below) with black steel corbels (as shown in photo on left side). Photo to the right shows the material & color that you would see facing the building. Color: Black by Benjamin Moore



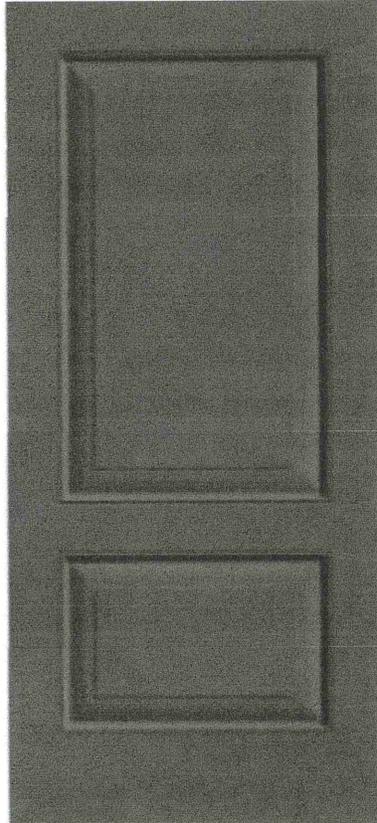
# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

SIDE OF BUILDING FACING ALLEY:

MARKED AS "C" ON PGS 1, 2 & 3

This area will be hidden behind a fence (to block sight lines to the garbage dumpsters for Flippy's). This side will be updated to reflect a new entry door (for caterers, pictured below) and new windows (same style as existing windows).

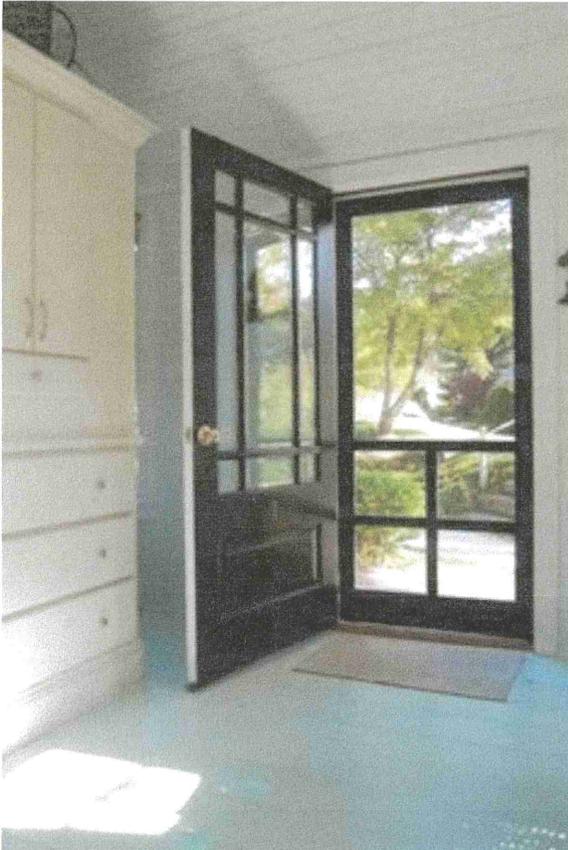


# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

EXTERIOR DOORS: NOTED AS "D1" ON PG 1

Photo shows a replica of the style found on the original door of the 1895 building located at 413 N Pine Street; the building adjacent to Mercantile Hall. This door would be the main entrance to the space. "D1" on 1<sup>st</sup> Photo.



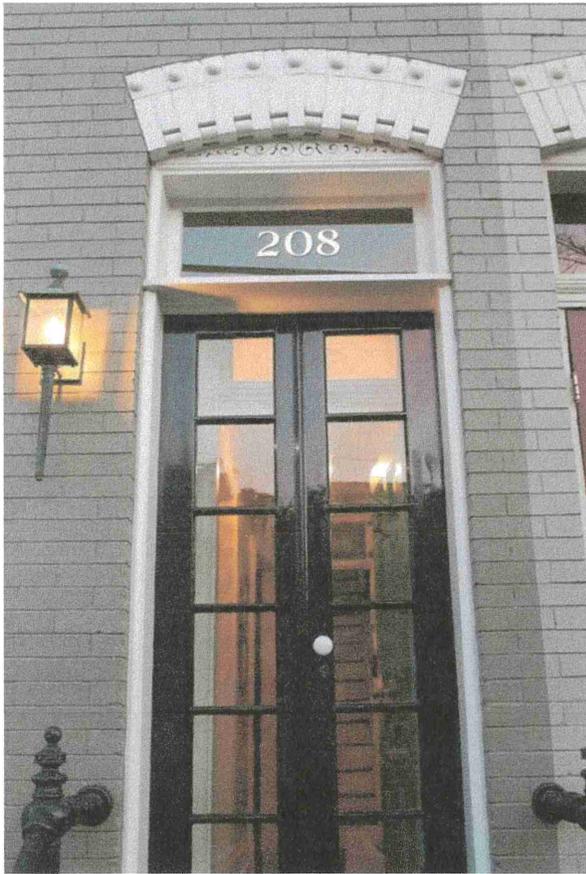
# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

## JIVILEE SUITES ENTRY: MARKED AS “D2” ON PG 1

The 2<sup>nd</sup> floor of Jivilee will be home to two suites (VRBO: Vacation Rentals by Owner) to serve the couples getting married at Mercantile Hall. Every week we bring people to Burlington from all over the country. Even if they're traveling from Chicago, the usability of the Suites is going to paramount to the convenience they experience and will keep them in town for a longer period of time (vs. walking them to Lake Geneva when the Hampton Inn is sold out).

Photo on the left is marked as “D2” on the photo. When peering through the glass, people can see the inside stairwell, which will look like the photo on the right.

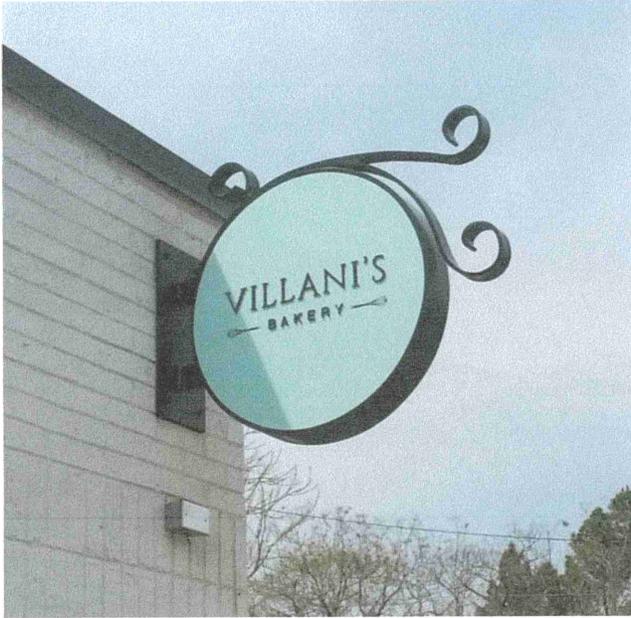


# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

SIGNAGE: NOTED AS "E" ON PG 1

Below is a photo of the steel frame blade sign we'd like to utilize for the front of the building. It will be lit from within. If blue color is not approved, we will move forward with white.



# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

BACK EXTERIOR: MARKED AS "F1" ON 2<sup>ND</sup> PHOTO

We will add what is going to be one of the hallmarks of the space: an indoor/outdoor bar. This will allow us to integrate the guests from The Urb Garden (outdoor space) with the social space and restrooms within Jivilee.



Specs:

- Black trim on windows and door frame (Black by Benjamin Moore)
- Brick under bar remains intact. Entry door is glass with black frame.
- Granite bar top (will use Impala Black or Absolute Black based on availability of resource)
- Glass entry door with black frame

# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

BACK EXTERIOR: MARKED AS "F2" ON 2<sup>ND</sup> PHOTO

Exterior lighting on back side of Jivilee shown below. Color: Black

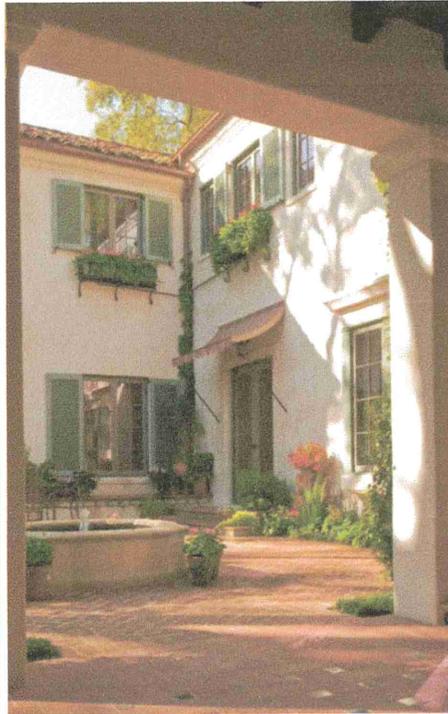


# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

WINDOW BOXES: MARKED AS "G" ON 2<sup>ND</sup> PHOTO

We are going to approach Flippy's requesting permission to add window boxes on their upper windows. If they reject our request, we intend to feature a freestanding metal frame to support the growth of plants and greenery.



# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

SIDE DOOR LIGHT FIXTURE: MARKED AS "H" ON PGS 1&2

We are going to approach Flippy's requesting permission to add window boxes on their upper windows. If they reject our request, we intend to feature a freestanding metal frame to support the growth of plants and greenery.



# JIVILEE VISION BOARD

164 E WASHINGTON STREET, BURLINGTON, WI 53105

## 2<sup>ND</sup> FLOOR FIRE ESCAPE: MARKED AS "I" ON PGS 2

Anticipating a need for a 2<sup>nd</sup> form of egress for the VRBO units on the 2<sup>nd</sup> floor, we are going to remove a circular staircase that does not meet code with an exterior fire escape solution (ours will be painted black).





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;
- ⇒ The Historic Preservation Commission (HPC) meets every 4<sup>th</sup> Thursday of the month at 6:30 p.m. within the Common Council Chambers located at 224 East Jefferson Street. Application(s) must be submitted by Monday following the meeting (to be on the next month's regularly scheduled HPC meeting).

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) <b>164 E. WASHINGTON ST.</b>	Applicant Name(s): <b>WENDY + ANDREW LYNCH</b>
Property Owner Name: <b>WENDY + ANDREW LYNCH</b>	Applicant Mailing Address: <b>132 DUANE ST. BURLINGTON</b>
Property Owner Telephone Number: <b>262 8062629</b>	Applicant Telephone Number:
Property Owner E-mail: <b>wendy@mercantilehall.com</b>	Applicant E-mail: <b>andrew@mercantilehall.com</b>
Sign Contractor <b>BURL SIGNS</b>	Sign Contractor Mailing Address

**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

*1 only*

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

*Nothing will be obscured*

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

*Agreed*

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

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

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

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

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

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

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

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

4. Illumination of Signs.

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

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

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

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

5. Limitation of Types of Window Signs.

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

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

6. Signage Color.

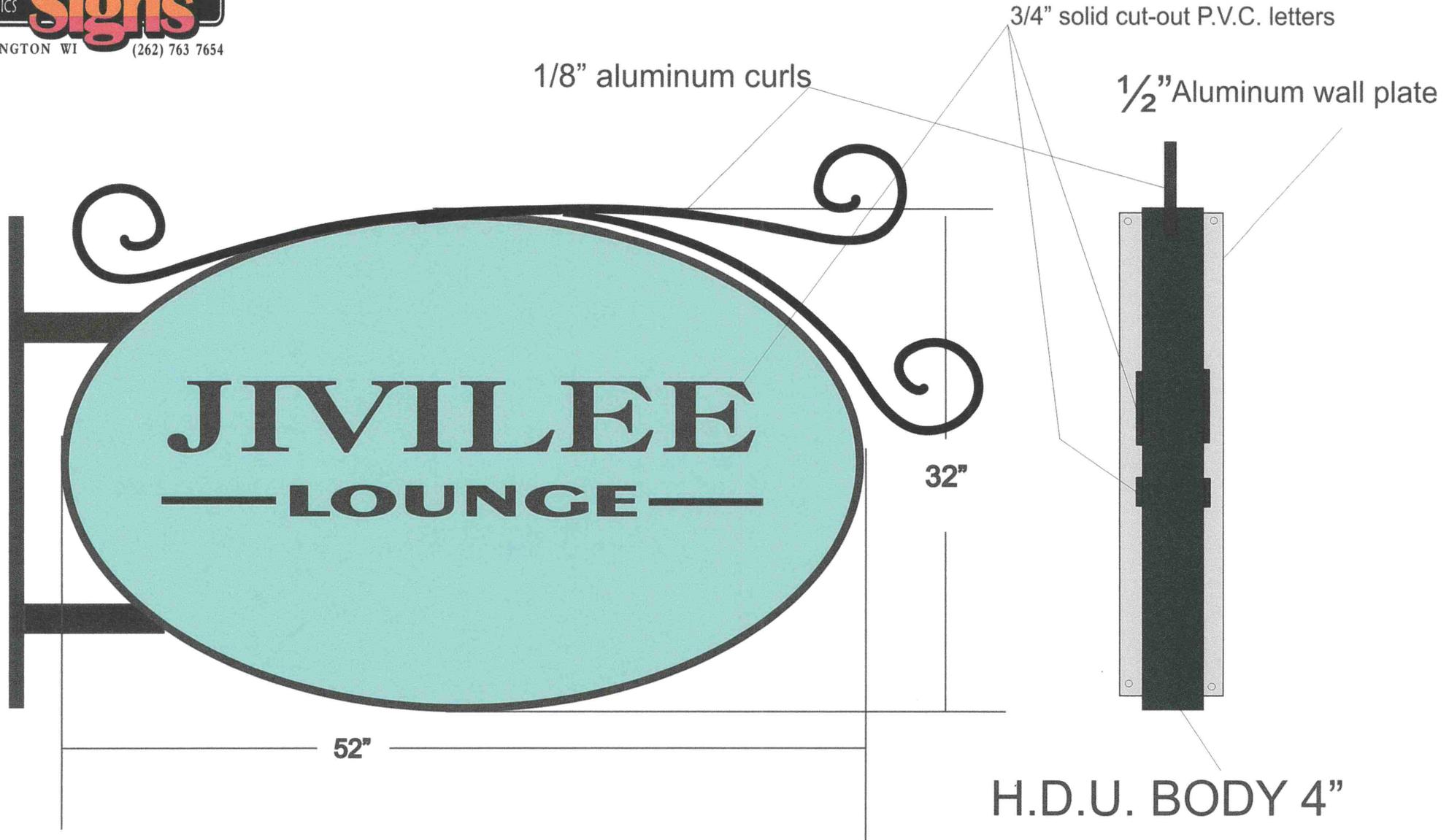
All signage shall be of a color, which is compatible with the color of the building construction materials found in the HPO District.

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

Created on 06/07/2000 10:51 AM



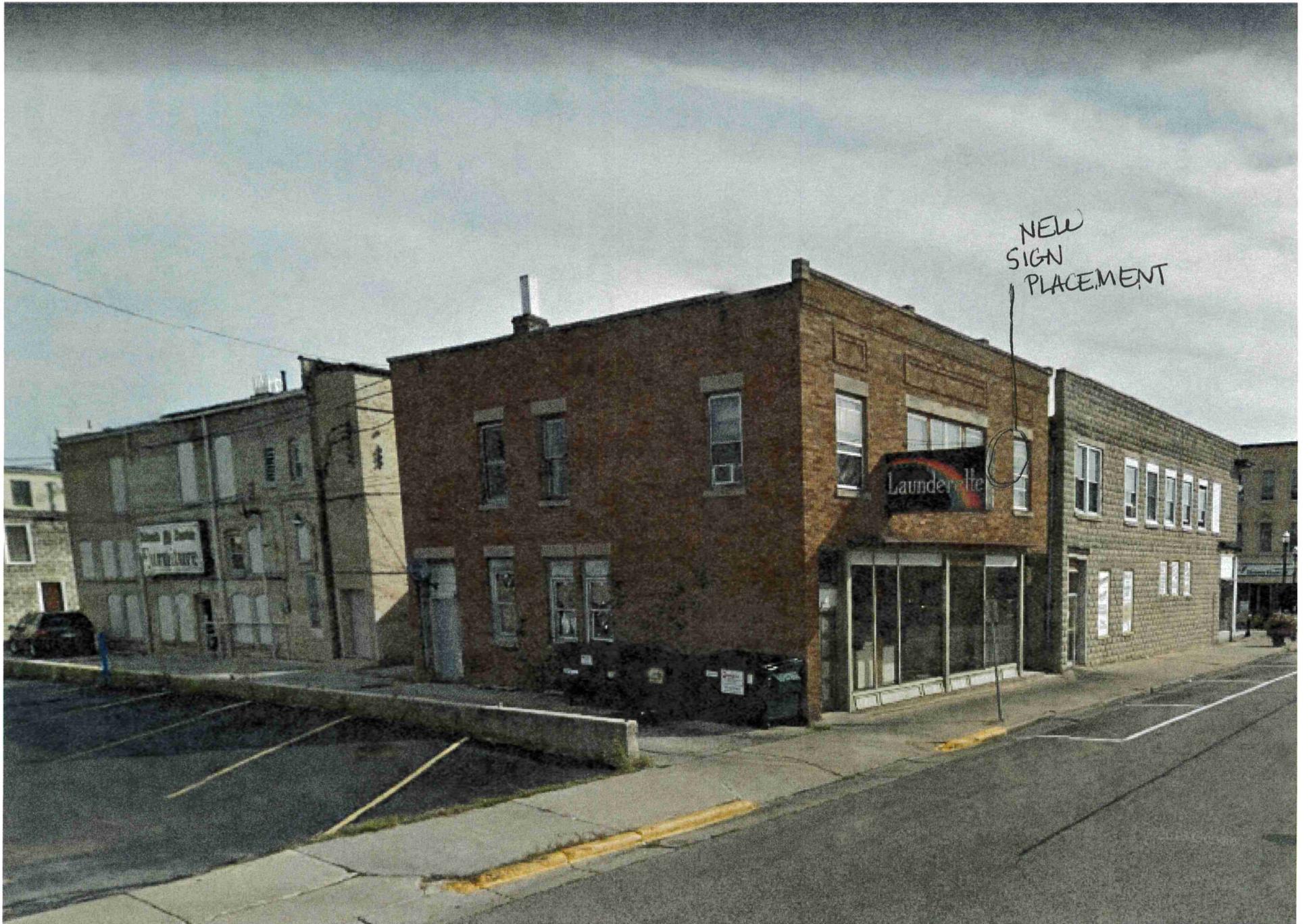
# NO CHAINS OR SUPPORT CABLES



Base sign \$\$\$3,822.00

Instillation \$400.00

PLUS PERMITS / TAX



NEW  
SIGN  
PLACEMENT

PHOTO: 2012



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

<b>Historic Preservation Commission Item: 7C (1)</b>	<b>Date:</b> July 26, 2018
<b>Submitted By:</b> Gregory Guidry, Building Inspector	<b>Subject:</b> Certificate of Appropriateness for 413 N. Pine Street

**Details:**

Wendy Lynch is requesting approval of a Certificate of Appropriateness located at 413 N. Pine Street. The proposed project consists of:

- New construction of an outdoor space to replace the existing building that is unsalvageable. The applicant proposes to deconstruct the remains of the original building, yet salvage many of the cream city bricks to use on-site for the proposal future use. The new construction will consist of a one-story brick wall with an iron gateway, leading to an outdoor area covered by a wooden pergola. Although, removal of the downtown structure is not preferred, the unique circumstances of the situation and the evaluation of the structure lead the property owner to the following use. The proposed use as an outdoor seating is a conditional use. A Site Plan and Conditional Use will need to be approved by the Plan Commission prior to the deconstruction. The Urb Garden will be a conditional use to serve as a useable outdoor space to support both the Mercantile Hall (425 N. Pine Street) and the Jivilee (164 E. Washington Street).

Graef, City Planner, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the July 18, 2018 memorandum to the Commission.

**Financial Remarks:**

The applicant will be applying for a façade grant after approval.

**Executive Action:**

This item is for consideration to approve the Certificate of Appropriateness at the July 26, 2018 Historic Preservation Commission meeting and be placed on the August 7, 2018 Committee of the Whole and Common Council meetings for consideration.



One Honey Creek Corporate Center  
125 South 84<sup>th</sup> Street, Suite 401  
Milwaukee, WI 53214-1470  
414 / 259 1500  
414 / 259 0037 fax  
[www.graef-usa.com](http://www.graef-usa.com)

collaborāte / formulāte / innovāte

## MEMORANDUM

**TO:** Historic Preservation Commission  
City of Burlington

**FROM:** GRAEF  
Ben Block  
Tanya Fonseca, AICP

**DATE:** July 18, 2018

**SUBJECT:** Review of an Application for the Certificate of Appropriateness for an outdoor space at 413 N. Pine Street.

### A. PURPOSE

- I. Consider for approval an Application for the Certificate of Appropriateness from Wendy Lynch (Applicant) for new improvements to replace the existing building at 413 N. Pine Street

### B. BACKGROUND

Wendy Lynch (Applicant) submitted an Application for the Certificate of Appropriateness for new construction of an outdoor space to replace the existing building at 413 N. Pine Street that was extensively damaged by a fire. The existing structure itself – known as the Charles Keuper Block – was built in 1895 in a commercial vernacular of cream city brick. The building is part of the larger Burlington Downtown Historic District, which holds the state and national designation (<https://www.wisconsinhistory.org/Records/Property/H112124>).

The Applicant has had the existing building evaluated and it has been determined to be unsalvageable. The Applicant proposes to deconstruct the remains of the original building, yet salvage many of the cream city bricks to use on-site for the proposed future use. The new construction will consist of a one-story brick wall with an iron gateway, leading to an outdoor area covered by a wooden pergola. Although removal of a downtown structure is not preferred, the unique circumstances of the situation and the evaluation of the structure lead the property owner to the following proposed use.

The proposed use as an outdoor seating is a conditional use within the B-2 Central Business District [§315-27 (D) (31)] – an Application for a Site Plan Approval and a Conditional Use Permit will need to be approved by the Plan Commission before the deconstruction of the existing structure and the reconstruction of the proposed improvements and use can begin. One of the neighboring uses (either Jivilee at 164 E Washington Street or the Mercantile Hall at 425 N. Pine Street) will serve the principal use of which the Urb Garden will be a conditional use (as an outdoor eating establishment). The conditional use permit should be granted on the condition that the neighboring principal uses continue – if the principal uses should change, then the conditional use permit should be rescinded. It should be noted that the Applicant also has plans to improve the adjacent property located at 164 E. Washington Street (to be the future home for the business “Jivilee”). The Urb Garden will serve as a useable outdoor space to support both the Mercantile Hall and the Jivilee.

**C. TYPE AND CHARACTER OF RENOVATIONS**

The proposed outdoor space will be architecturally consistent and historically compatible with the surrounding context, and will advance the visions and goals of the Historic Preservation Overlay District and the Downtown Strategic Planning and Economic Development. Many of the existing materials that are salvageable will be reused in the new construction. The replacement of the existing burned-out building will enhance the streetscape. The use of the property as an outdoor space that supports the surrounding wedding-support functions will both improve the pedestrian experience and heighten the coherence of this portion of the Overlay District.

**D. REVIEW OF PROPOSED RENOVATIONS WITH HISTORIC PRESERVATION ORDINANCES & GUIDELINES**

*I. City of Burlington Zoning Code Section 315-139 “Certificate of Appropriateness”*

City of Burlington Zoning Code Section 315-139 “Certificate of appropriateness” enumerates nine (9) required pieces of information, documents, or exhibits that need to be provided by an applicant. These materials are integrated into the “Application for the Certificate of Appropriateness” to create a check list and ensure that each applicant submits the appropriate materials.

The Applicant has provided all the required pieces of information, with the exception of building plans that indicate the size, location, and scale of the proposed structures to be constructed – these details will be required for the Site Plan and Conditional Use Permit reviews with the Plan Commission. The Applicant has provided adequate descriptions of the proposed structures, however, to be evaluated with respect to the Certificate of Appropriateness. Additional information will need to be submitted for the acquisition of a building permit, and the approvals of the site plan and conditional use permit.

*II. “Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines”*

The “Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines” describe the preferred technical characteristics of contextually-appropriate historic preservation renovations. A building owner that follows these guidelines may increase the likelihood of approval of his or her project, as the Historic Preservation Commission uses the guidelines to determine compliance. The primary objective of the guidelines is to preserve the traditional façade of the storefronts through the regulation of materials, colors, and construction and renovation techniques. Specifically, an assessment of an applicant’s proposed renovations considers:

- a. Historically appropriate design themes,
- b. Contextual sensitivity of renovations in relation to surrounding buildings, and
- c. Simple and unobtrusive storefront materials that maintain the building’s original appearance.

With respect to these considerations, the proposed new construction is compliant. The Applicant proposes to reutilize existing cream city brick in the partial wall, and proposes to reintroduce the “1875” sign in the lower right corner of the wall. The proposed gates are black wrought iron, which is an historically appropriate design material as identified by the Standards Guidelines.

The Standards Guidelines also include considerations for new construction and infill structures. These considerations include ensuring the appropriate use of infill structures to enhance the streetscape and maintain the rhythm of building facades. The proposed Urb Garden is compatible with the neighboring buildings and the entire streetscape. It should be noted, however, that the proposed outdoor space will not reinstate the two-story building that had established a consistent rhythm with the adjoining building facades. Though this is not ideal, the proposed outdoor space has a relatively narrow façade, such that the “two-story gap” will not dominate the streetscape. Considering the present nature of the burned-out existing building, the proposed Urb Garden will be a major improvement and contribution to the streetscape.

It should further be noted that future infill redevelopment of the site as a two-story building is highly encouraged. The proposed use of this site does not limit the future redevelopment of the site, should the current or any future property owner be interested.

#### **E. RECOMMENDATION**

Based upon the review of submitted materials, GRAEF recommends that the Historic Preservation Commission recommend to the Common Council the **APPROVAL** of the following:

- a. An Application for the Certificate of Appropriateness from Wendy Lynch (Applicant) for an outdoor space at 413 N. Pine Street.

The Site Plan and Conditional Use Permit will be evaluated by the Plan Commission if the Certificate of Appropriateness is approved by the Historic Preservation Commission.



City of Burlington  
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: 413 N. Pine Street, Burlington, WI
3. Applicant Name: Wendy Lynch
4. Owner Name: Wendy + Andrew Lynch
5. Name of Tenant: Same
6. Name of Business: The Urb Garden
7. What is (are) the existing use(s) of the building? N/A (Destroyed by fire)
8. Telephone Number: 262 806 2629 Facsimile Number: \_\_\_\_\_
9. E-Mail Address: wendy@mercantilehall.com
10. Applicant Mailing Address: 132 Duane St. Burlington, WI 53105
11. Does the applicant own the project building? Yes  No
12. If no, please list owner's name and address: Shad Branzen
13. Architect or engineer's name and address: Bob Riggs + Mike Spiegelhoff
14. Date of submittal of plans: \_\_\_\_\_
15. Scale of drawings noted on each drawing: N/A
16. Building type, size and location: 25' x 100'
17. Height of building: N/A
18. Exterior material samples to be provided: \_\_\_\_\_

Building is not salvageable. We will be removing what's left of the original building, but saving some of the cream city brick for a wall, as well as adding a wrought iron gateway. Please see photos.

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

19. Proposed Start Date: 8/1/18

20. Proposed Completion Date: 9/30/18

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

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

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

**Property Owner**

Shad Branzen  
Print

  
Signature

7-1-18  
Date

**Applicant**

Wendy Lynch  
Print

  
Signature

7-1-18  
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 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. Nine 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.

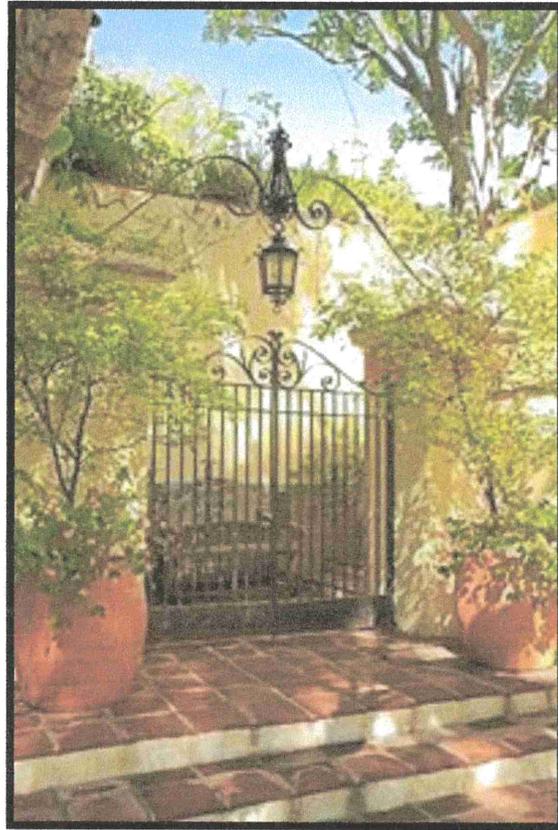
THANK YOU FOR YOUR COOPERATION!

**NOTE:** You are encouraged to attend said meeting to address any questions or concerns that the Commission members may have regarding your application.

THE  
URB  
GARDEN

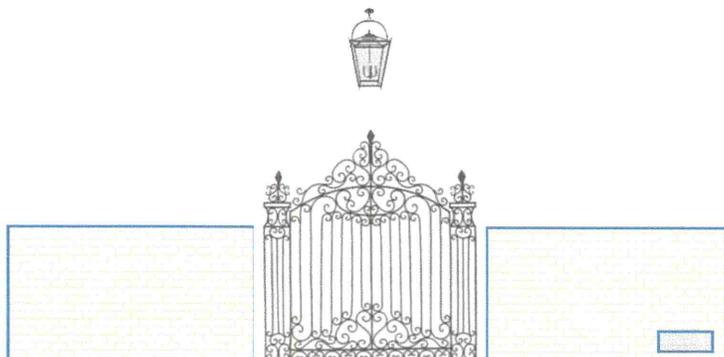
413 N PINE STREET  
BURLINGTON, WI 53105

# THE URB GARDEN VISION BOARD



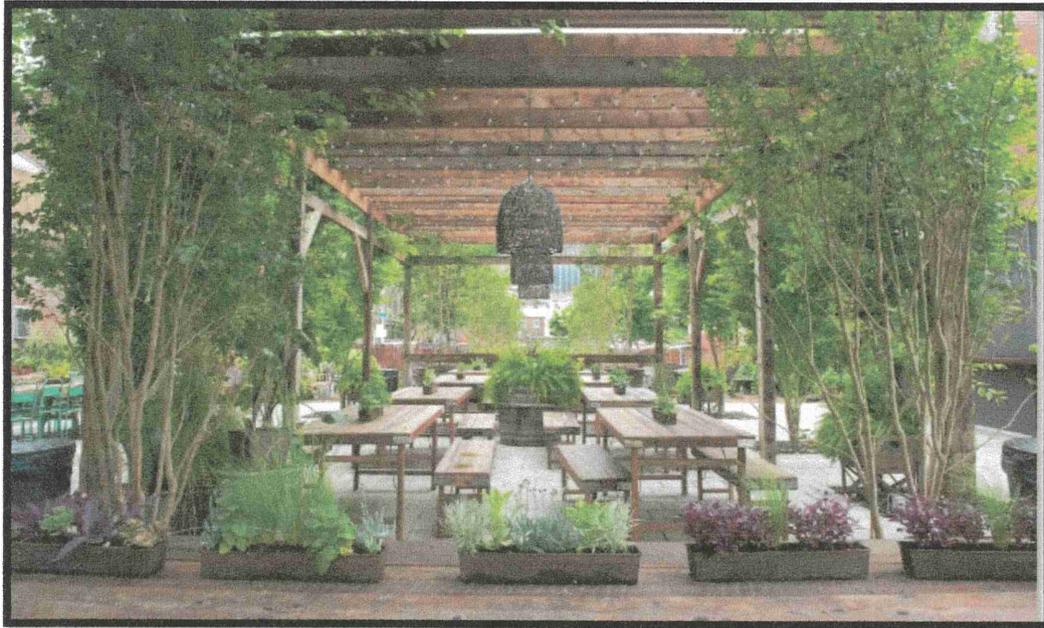
## FINDINGS & RECOMMENDATION:

- Building façade is not able to be salvaged
- Recommendation is to remove the building entirely for public safety, utilize cream city brick to create a partial wall on Pine Street side, and feature a wrought iron gate entrance with suspended gas light.
- We intend to salvage the 1875 sign from the top of the damaged building and retain the corbels as well, to utilize them (if they're able to be saved) in the design of the entrance
- Drawing below of intended transformation utilizing salvaged cream city brick, 1875 sign (in bottom right corner), adding black wrought iron gates and suspended gas light over gates.



Transform the remaining space between the Mercantile building and Jivilee / Flippy's buildings to create a usable outdoor area for both Mercantile Hall and Jivilee.

Create a wooden pergola to block sight lines to the upstairs apartment tenants while warming the space and adding dimension and character.



### **Pergola Specs:**

- Constructed of Montana Cedar
- Size: 32' x 20'
- 8x8 stained posts retaining natural cedar color

1895

NO ENTRY  
KEEP OUT









CITY OF BURLINGTON

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

<b>Historic Preservation Commission Item: 8A</b>	<b>Date: July 26, 2018</b>
<b>Submitted By: Megan Watkins, Director of Administrative Services</b>	<b>Subject: Façade Grant Funding</b>

**Details**

Attached please find the Façade Grant Funding report for Round 8 dated July 19, 2018 with a balance of \$49,680.96. Round 7 with an actual balance remaining of \$0.00 for 2017, with four projects pending.

**Executive Action:**

This item is for discussion only at the July 26, 2018 Historic Preservation Commission meeting.

**Burlington HPC - Façade Grant Funding, Round #8 - \$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
LuAnne Clark	401 N. Pine Street (south side)	\$4,793.00	\$2,396.50	**	12/28/2017	12/28/2018	Yes	\$319.04	1/29/2018
Itzin's Shoes & Repair	420, 428, & 436 N. Pine St.	\$14,000.00	\$7,000.00		Pending	Pending	Pending	Pending	Pending

<b>Obligated Funds:</b>	<b>\$ 50,000.00</b>
<b>Total Distributed to Date</b>	<b>\$319.04</b>
<b>Pending</b>	<b>\$7,000.00</b>
<b>Actual Balance Remaining:</b>	
\$50,000 Less Total Disbursed and Pending =	<b>\$ 49,680.96</b>

**Updated: 7/19/2018**

NOTES:  
(a) Total Round 8 funding includes: \$50,000 allotment (2018)  
\*\* LuAnne Clark (401 N. Pine) received funds from Round 7 and Round 8 for full approved grant amount

**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	Org: 3/23/2018 New: 9/23/2018	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		10/26/2017	10/26/2018	Pending	Pending	Pending
John Royel - Kass Management	316-344 N. Pine Street (rear)	\$9,950.00	\$4,975.00		10/26/2017	10/26/2018	Pending	Pending	Pending
Michelle Peterson	557 N. Pine Street	\$11,622.79	\$5,000.00		10/26/2017	10/26/2018	Pending	Pending	Pending
LuAnne Clark	401 N. Pine Street (south side)	\$4,793.00	\$2,396.50	See below **	12/28/2017	12/28/2018	Yes	\$2,077.46	1/29/2018

<b>Obligated Funds:</b>	<b>\$ 50,000.00</b>
<b>Total Distributed to Date</b>	<b>\$30,325.00</b>
<b>Pending</b>	<b>\$19,675.00</b>
<b>Actual Balance Remaining:</b>	
\$50,000 Less Total Disbursed and Pending =	<b>\$0.00</b>

**Updated:** 7/19/2018

- 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  
 \*\* LuAnne Clark (401 N. Pine) received funds from Round 7 and Round 8 for full approved grant amount