



**AGENDA**  
**HISTORIC PRESERVATION COMMISSION**

**THURSDAY, AUGUST 23, 2018 at 6:30 P.M.**

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

Darrel Eisenhardt, Chairman  
Susan Kott, Aldermanic Representative  
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 July 26, 2018
5. Letters and Communications: None
6. Old Business:
  - A. **164 E. Washington Street – Jivilee, discussed at July 26, 2018 meeting**
    - 1) Present update regarding a Certificate of Appropriateness approved July 26, 2018 to improve the front and two sides of the façade, subject to Plan Commission decision
    - 2) Present update regarding a Sign Permit application approved July 26, 2018 to install a sign
  - B. **413 N. Pine Street – The Urb Garden, discussed at July 26, 2018 meeting**
    - 1) Present update regarding a Certificate of Appropriateness approved July 26, 2018 to install a gated entry, and create a usable outdoor area in the rear of the building, subject to Plan Commission decision
7. New Business:
  - A. **588 N. Pine Street – Corner Vapery (Silver Cloud)**
    - 1) Certificate of Appropriateness to install signage
    - 2) Sign Permit application to install signage
8. Discussion items:
  - A. Review of Façade Grant Funding Status

9. Adjournment.

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

NOTE: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
Thursday, July 26, 2018**

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

**CITIZEN COMMENTS**

Judith Schulz stated the May 24, 2018 minutes had her address wrong and should be 533 Milwaukee Avenue instead of 525 Milwaukee Avenue. Ms. Schulz commented historic photos should be submitted with the Certificate of Appropriateness application. Ms. Schulz explained that for a more historic look on the second story windows, paint the white vinyl framing and sash or metal frames of the windows, it would cut down on the harsh white edges and lines.

Commissioner Daniel Colwell is present at 6:31 pm.

**APPROVAL OF MINUTES**

Commissioner Wagner stated on page 3 of the minutes second bullet point, it states "angle the windows inside", but should read "angle the ceiling inside". Commissioner Wagner further stated there was a typo two bullet points down from there, and should read "the owner" not "they owner". Commissioner Veronico moved, and Aldermanic Representative Kott seconded to approve the minutes of May 24, 2018 with the corrections.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINES**

**A. 525 Milwaukee Avenue – Commercial Investment Properties Corp.**

**1. Certificate of Appropriateness and Façade Grant extension**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Doug Harris, owner, explained this project has to be completed in a sequential order. Mr. Harris asked if he could get another 6-8 week extension for the upper façade. Mr. Harris further explained contractors are backed-up due to the wet spring. Commissioner O'Brien questioned if the 8 week extension was enough time. Mr. Harris replied that it would be enough time since the time would start from September 23, 2018.
- There were no further comments.

- Commissioner Colwell moved, and Commissioner Wagner seconded to approve the Certificate of Appropriateness and Façade Grant extensions with a completion date of November 23, 2018.
- All were in favor and the motion carried.

## **NEW BUSINESS**

### **A. 420, 428, 436 N. Pine Street – Itzin’s Shoes & Repairs**

#### **1. Certificate of Appropriateness and Sign Permit to paint and install an awning**

- Chairman Eisenhardt introduced and opened this item for discussion.
- David Schmalfeldt, owner, explained the roofs at 420, 428, and 436 N. Pine Street will be removed in order to install an awning across all three addresses. There is glass under the roof at 420 N. Pine Street, which will be staying. Mr. Schmalfeldt stated there is possibly brick under the roof at 428 and 436 N. Pine Street, but not sure. Aldermanic Representative Kott stated that originally at 420 N. Pine Street the roof is where the transom windows were, and now it will be raised up. Commissioner Wagner asked what kind of materials are being proposed for the light area above the transom windows, also known as the sign band. Mr. Schmalfeldt answered he was not sure until the roof comes down. Commissioner Wagner further asked what will be done with the three windows at 420 N. Pine Street. Mr. Schmalfeldt responded the windows will be either repainted or replaced with approved historic colors. Commissioner Wagner commented that BW Surveying next door has a sign band that is broken up with verticals, but does not see that as part of this design concept. Commissioner Wagner asked if the verticals is an option to divide the transom at 420 N. Pine Street.
- Gregory Guidry, Building Inspector, reminded Mr. Schmalfeldt the awning had to remain 2 feet back from the curb.
- Ms. Schulz asked if there were plans to open up the windows to full height on the second floor. Mr. Schmalfeldt answered not at this time.
- There were no further comments.
- Commissioner O’Brien moved, and Aldermanic Representative Kott seconded to approve the Certificate of Appropriateness and Sign Permit for the painting of the front façade and installing the awning.
- All were in favor and the motion carried.

## **2. Façade Grant application to paint and install an awning**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Chairman Eisenhardt stated if the grant is approved, it should not exceed \$7,000 since there are two separate buildings.
- Aldermanic Representative Kott asked if the total was an estimate or if it could change. Mr. Schmalfeldt replied it is a tight estimate.
- There were no further comments.
- Commissioner O'Brien moved, and Aldermanic Representative Kott seconded to approve the Façade Grant, but not to exceed \$7,000.
- Commissioner Colwell asked if the motion had to be contingent upon ensuring that the color of the awning at 420 N. Pine Street is consistent with the historic guidelines. Aldermanic Representative Kott and Commissioner O'Brien replied no, since Mr. Schmalfeldt had mentioned he was not going to deviate from the historic color chart.
- Roll call: Aldermanic Representative Susan Kott; Commissioner Steve Wagner; Commissioner Maria Veronico; Commissioner Kevin O'Brien; Commissioner Daniel Colwell; and Chairman Darrel Eisenhardt.
- All were in favor and the motion carried.

## **B. 164 E. Washington Street - Jivilee**

### **1. Certificate of Appropriateness and Sign Permit to improve the front and two side of the façade, and install a sign**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry stated according to the ordinance and historic guidelines, awnings can be made of cloth/canvas or other approved materials, and in the past cloth/canvas awnings were traditionally used. Mr. Guidry further stated metal was not mentioned in either recognized ordinances. Tanya Fonesca, Graef, explained a cloth/canvas awning was used to avoid plastic; however, the cloth/canvas awning fades quickly and tears easily. The metal awning could be appropriate since the imagery is historic in nature and would not fade. Aldermanic Representative Kott and Commissioner O'Brien stated they agree with the metal awning, because cloth awnings look awful once it starts to fade. Commissioner Wagner was concerned about setting precedent of approving materials that are not in the ordinance and would feel comfortable if more information of the awning and brackets were provided that are being used, besides an imagery. Commissioner Wagner stated he realizes this item is going

before Plan Commission for approval with specifics, but do Commissioners have any say as to what the brackets look like prior to their consideration. Bob Riggs, contractor, stated Burli Signs is designing a few different types of brackets, cloth and metal awnings for the historic board to see before installation. Commissioner O'Brien commented that in most cases applicants present the materials. Andrew Lynch, on behalf of Wendy Lynch, explained they are in the process of purchasing the property, but if they do not have confidence of approval, then they will pass on the offer. Commissioner Wagner questioned if Mr. Lynch had time to come back in a month with materials. Mr. Riggs asked if there could be a special meeting. Aldermanic Representative Kott mentioned that with the photos submitted, only improvements would be made to the city. Commissioner Colwell stated it is exciting to see the new look, however, would like something more concrete regarding plans.

- Ms. Fonesca, questioned what the general use for the overall ground floor is. Ms. Fonesca stated a Conditional Use Permit is required for the VRBO suites. Stephanie Heft, representative, answered it is an extension for the Mercantile Hall for cocktail parties, dinner rehearsals, and other social events, with food being catered in. Mr. Guidry informed the applicants that a fire sprinkler may be required for the VRBO suites, which is up to the Fire Department.
- Ms. Fonesca stated before bringing this to the Plan Commission, an approval with conditions can be made tonight, as long as this body feels that this project is appropriate. Ms. Fonesca further stated plans can be brought back before the Commissioners as a staff update. Commissioner O'Brien explained with the awning situation the Commissioners would like to see samples before approval, and could have a special meeting to speed up the process. Commissioner O'Brien stated he knows that information is required for the back-lighting of the signs.
- Ms. Schulz stated by looking at the photos, the canvas awning is more appropriate for the historic look.
- Mr. Guidry stated there is a burnt window in the back on the second floor that was not addressed and the tuck-pointing should get repaired. Ms. Heft replied that all windows are being replaced.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Colwell seconded to approve the Certificate of Appropriateness and Sign Permit to improve the front and two sides of the façade, and install a sign, subject to the Commission receiving more information regarding the light fixtures, lighting for the blade sign, window replacement, awning, tuck-pointing plan, and the window that was not listed.
- All were in favor and the motion carried.

**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**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry stated there has been no detail on engineering drawings.
- Shad Branen, owner, explained the rear was torn down after the fire and was determined not feasible to restore. The plans are for an outdoor green space and to use as much of the brick to create a one-story wall. Ms. Heft commented the iron gateway is 4 feet tall and open to the public. Commissioner Colwell stated a conditional approval could be given once more information is provided.
- Commissioner Wagner asked if a historic building can be torn down. Ms. Fonesca, answered yes, there is nothing in the code that prohibits a demolition, even though it is not ideal, sometimes it is necessary. Commissioner Wagner stated this will change the look of downtown but likes the idea of open corridors. The Commissioners agrees that it will look much better with the changes.
- Ms. Schulz stated the ordinance should state something about needing an engineering statement that a building is un-structurally sound. Ms. Heft and Mr. Branen commented the first idea was to save the front of the façade, but the walls required too much support. Ms. Heft stated the “1895” will be put into the brick wall, by the gate. Commissioner Wagner stated moving forward we should add language to the ordinance regarding razing buildings.
- Ms. Fonesca explained more formalized drawings will be submitted, which will go before the Plan Commission for a Conditional Use Permit and Site Plan for the outdoor seating area. Ms. Fonesca stated this topic could be brought back before the Historic Commissioners with the detailed plans.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner O’Brien seconded to approve the Certificate of Appropriateness to demolish the building, install a gated entry, and create a usable outdoor area in the rear of the building, subject to Plan Commission approval and applicant to come back to the next historic meeting with the Plan Commission decision, and more specifics with the plans.
- All were in favor and the motion carried.

## DISCUSSION ITEMS

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

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated Round 8 has the remaining balance of \$49,680.96 with \$7,000 pending.

Commissioner Wagner questioned if there were any liaisons on the historic committee to keep an ear on the branding committee for the image of Burlington. Commissioner Wagner stated if the City is talking about branding Burlington, and adding benches and planters in the historic district, it would be great to be a part of that conversation. Commissioner O'Brien and Aldermanic Representative Kott responded they are not that far into the process.

Commissioner O'Brien mentioned that a letter or guide should be sent out to each bank and realtor to notify their clients to come for approval prior to any work being started on their new business. Chairman Eisenhardt stated not everyone has a bank or realtor. Barb Bakshis, Fox River State Bank, stated she is involved with the branding committee. Ms. Bakshis explained the branding is strictly the overall image of the City, and that the City wants Burlington to be the community that people come for a re-location or expansion to their business. Ms. Bakshis further explained the timeline affects building restoration, since few funds are available and the use is limited. The City would like to have owners buy and renovate them quickly. Ms. Bakshis stated she feels there are too many steps and obstacles to go through; Development Review Committee (DRC), Historic Preservation Commission, and Plan Commission meetings. Commissioner O'Brien stated in the last couple years the commission has bent over backwards to allow owners extensions and make things work. Commissioner O'Brien commented that they would like the owner to come for approval after the building is purchased. Ms. Bakshis stated when significant change and use of the building is desired, lots of unseen time can be added for completion. Chairman Eisenhardt commented that the Jivilee and The Urb Garden are unusual circumstances, and received conditional approvals.

Ms. Fonesca stated she has been asked to work with this committee regarding revisions to signage and other codes, to make it user friendly and streamline the verbiage. Mr. Guidry recommended that the Commissioners go through the guidelines, and come back with questions.

## ADJOURNMENT

Aldermanic Representative Kott moved, and Commissioner Veronico seconded to adjourn the meeting at 7:47 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> August 23, 2018
<b>Submitted By:</b> Gregory Guidry, Building Inspector	<b>Subject:</b> Certificate of Appropriateness and Sign Permit for 164 E. Washington Street

**Details:**

At the July 26, 2018 Historic Preservation Commission meeting, Commissioners unanimously approved a Certificate of Appropriateness and Sign Permit to improve the front and two sides of the façade, and install a sign, subject to the Commission receiving more information regarding the light fixtures, lighting for the blade sign, window replacement, awning, and the tuck-pointing plan.

The Plan Commission approved a Conditional Use Permit for the Vacation-Rental-by-Owner (VRBO) suites on the second floor at their August 14, 2018 meeting.

**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 August 23, 2018 Historic Preservation Commission meeting and be placed on the September 4, 2018 Committee of the Whole and Common Council meetings for consideration.

## Jivilee Light above Suites Door

The textured glass adds a textural three dimensional element to the dome of the fixture while the Rubbed Bronze body makes the Antique Brass components pop.

- **Actual Finish:** Oil Rubbed Bronze and Antique Brass
- **Actual Size:** 11"Hx10"Wx11"D
- **Backplate Size:** 5" Round
- **Bulb Base:** US Medium-E26
- **Finish:** Bronze
- **Indoor-Outdoor:** Yes
- **Material:** Brass, Bronze, Glass
- **Max Bulb Wattage:** 60
- **Number of Lights:** 1
- **UL Listing:** Wet
- **Color:** Oil Rubbed Bronze and Antique Brass



Set of 3 Pendant Lights above Main door, arranged at various heights

The Rubbed Bronze body makes the Antique Brass components pop above the textured glass.

- **Actual Finish:** Oil Rubbed Bronze and Antique Brass
- **Actual Size:** 10"Hx10"Wx10"D
- **Bulb Base:** US Medium-E26
- **Canopy Size:** 5"Wx0.75"D Round
- **Color:** Oil Rubbed Bronze and Antique Brass
- **Finish:** Brass, Bronze
- **Indoor-Outdoor:** Yes
- **Material:** Aluminum, Glass
- **Max Bulb Wattage:** 60
- **Number of Lights:** 1
- **Overall Height Max:** 54
- **Overall Height Min:** 18.25
- **UL Listing:** Damp





## CITY OF BURLINGTON

**Building & Zoning Department**  
300 N. Pine Street, Burlington, WI, 53105  
(262) 342-1164 – (262) 763-3474 fax  
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<b>Historic Preservation Commission Item: 6B (1)</b>	<b>Date:</b> August 23, 2018
<b>Submitted By:</b> Gregory Guidry, Building Inspector	<b>Subject:</b> Certificate of Appropriateness for 413 N. Pine Street

**Details:**

At the July 26, 2018 Historic Preservation Commission meeting, Commissioners unanimously approved a Certificate of Appropriateness to demolish the building, install a gated entry, and create a usable outdoor area in the rear of the building (The Urb Garden), subject to Plan Commissioner approval.

The Plan Commission unanimously approved a Conditional Use Permit for outdoor seating at their August 14, 2018 meeting.

As requested, attached for your convenience is a Site Plan of The Urb Garden, as well as elevations of the front and rear façades.

**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 August 23, 2018 Historic Preservation Commission meeting and be placed on the September 4, 2018 Committee of the Whole and Common Council meetings for consideration.

# Outdoor Seating 413 N. Pine Street WIN Media, LLC

200-03-19-32-400-940

200-03-19-32-400-950

## PLAT OF SURVEY -OF-

PARCEL 1:  
BEGINS AT THE NORTHEAST CORNER OF LOT 5, BLOCK 28 OF THE ORIGINAL PLAT OF BURLINGTON; RUN THENCE SOUTHERLY ALONG THE WEST LINE OF PINE STREET 84 FEET; THENCE WESTERLY PARALLEL WITH THE NORTHERLY LINE OF SAID LOT 5, 118 FEET; THENCE NORTHERLY PARALLEL WITH PINE STREET 84 FEET; THENCE EASTERLY ALONG THE NORTHERLY LINE OF SAID LOT 5, 118 FEET TO THE PLACE OF BEGINNING. ALSO THE RIGHT OF WAY IN COMMON WITH OTHERS OVER A STRIP OF LAND 10 FEET IN WIDTH EXTENDING SOUTHERLY TO WASHINGTON STREET; SAID STRIP OF LAND BEING THE WESTERLY 10 FEET OF THE EASTERLY 118 FEET OF LOTS 5 AND 8, BLOCK 28, ORIGINAL PLAT. ALSO EXCEPTING AND RESERVING THE RIGHT TO BUILD ONTO THE SOUTHERLY WALL OF THE STONE BUILDING NOW BEING ERECTED ON ABOVE DESCRIBED LAND SAID LAND BEING IN THE CITY OF BURLINGTON, COUNTY OF RACINE AND STATE OF WISCONSIN.

PARCEL 2:  
THAT PART OF LOTS 5 AND 8, BLOCK 28, ORIGINAL PLAT OF BURLINGTON, ACCORDING TO THE RECORDED PLAT THEREOF, BOUNDED AS FOLLOWS: BEGINNING AT A POINT ON THE WESTERLY LINE OF PINE STREET 84 FEET SOUTHEASTERLY OF THE NORTHEAST CORNER OF SAID LOT 5; RUN THENCE SOUTHEASTERLY AND ALONG SAID WESTERLY LINE OF PINE STREET TO A POINT WHICH LIES 32 FEET SOUTHEASTERLY OF THE NORTHEAST CORNER OF SAID LOT 8; RUN THENCE SOUTHWESTERLY PARALLEL WITH THE NORTHERLY LINE OF LOT 8 TO THE NORTHEAST CORNER OF LAND HERETOFORE CONVEYED BY LOUISE KEUPER TO WILLIAM H. DEVOR; THENCE SOUTHEASTERLY PARALLEL WITH PINE STREET TO THE NORTHERLY LINE OF WASHINGTON STREET; THENCE SOUTHWESTERLY ALONG SAID NORTHERLY LINE OF WASHINGTON STREET TO A POINT WHICH IS 118 FEET SOUTHWESTERLY OF THE SOUTHEAST CORNER OF SAID LOT 8; THENCE NORTHWESTERLY PARALLEL WITH THE WESTERLY LINE OF PINE STREET TO A POINT WHICH IS 84 FEET SOUTHWESTERLY OF NORTHERLY LINE OF SAID LOT 2; THENCE NORTHEASTERLY PARALLEL WITH THE NORTHERLY LINE OF SAID LOT 5, 118 FEET TO THE PLACE OF BEGINNING, TOGETHER WITH THE RIGHT TO BUILD ONTO THE SOUTHERLY WALL OF THE BUILDING NOW OWNED BY THE KEUPER COMPANY AS RESERVED IN DEED 154 OF DEEDS 149, RACINE COUNTY, REGISTRY AND SUBJECT TO THE EASEMENT GRANTED TO SAID KEUPER COMPANY IN SAID DEED ACROSS THE WESTERLY 10 FEET OF THE EASTERLY 118 FEET OF SAID LOTS 5 AND 8, BLOCK 28, AFORESAID. SAID LAND BEING IN THE CITY OF BURLINGTON, COUNTY OF RACINE AND STATE OF WISCONSIN.

SURVEY FOR SHAD BRANNEN  
SURVEY LOCATION: 413 N. PINE STREET

NOTE: REFER TO A CURRENT SOIL REPORT FOR EASEMENTS AND RESTRICTIONS WHICH MAY AFFECT THE USE OF THIS SITE.

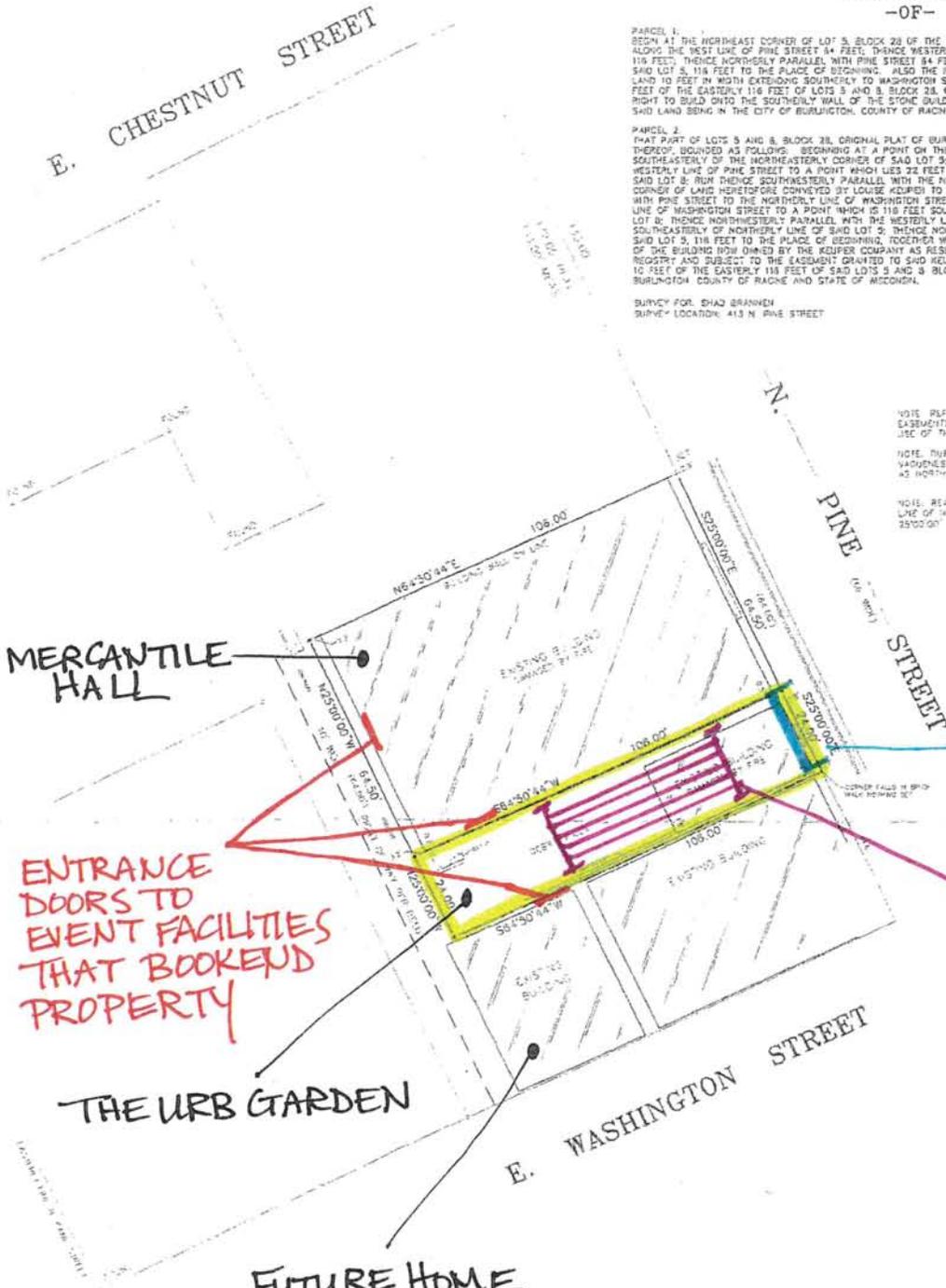
NOTE: DUE TO LACK OF FOUND MONUMENTATION AND VAGUENESS OF PLAT ACCEDED NORTH BUILDING LINE AS NOTED IN DEED #154 OF DEEDS 149, RACINE COUNTY.

NOTE: REBARDS HEREON RELATE TO THE WESTERLY LINE OF N PINE STREET APPROXIMATE BEARING SOUTH 25°00'00" EAST.

Racine County Surveyor

File #: 311259 Date: 2/29/16

Deputy For Records



ENTRANCE DOORS TO EVENT FACILITIES THAT BOOKEND PROPERTY

WROUGHT IRON GATE WITH CREAM CITY BRICK WALL

PERGOLA 50' X 20' MONTANA CEDAR STAINED NATURAL

FUTURE HOME OF JVILEE



B.W. SURVEYING, INC.

412 N. PINE STREET  
BURLINGTON, WI 53105  
(262)-767-0225



I hereby certify that I am a duly licensed and qualified land surveyor in the State of Wisconsin and that the above plat is a correct representation of the survey and shows the size and shape of the property, the location of all visible monuments and structures of all structures, buildings, fences, boundaries, easements, encroachments, etc.

This survey is made by the use of the greatest care by the surveyor and made and certified in accordance with the laws of the State of Wisconsin.

DRAWN BY:	SW	DATE:	APRIL 10, 2015
CHECKED BY:	RW/SW	DRAWING NO.:	309201
JOB NO.:	8892	SHEET:	1 OF 1

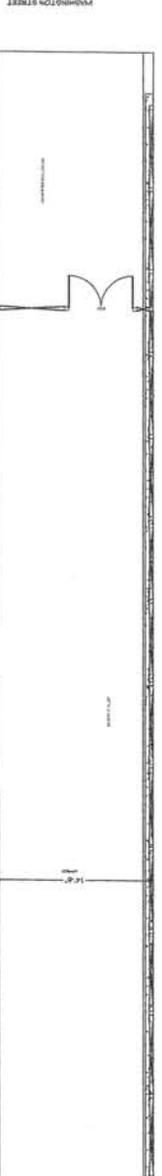
ROBERT J. WETZEL S-1778

DATE:	7/20/18
SCALE:	
UNIT:	
SHEET:	
#1	

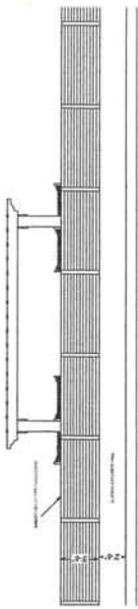
PROJECT: USG GARDEN COURTYARD  
 1437 PICHON  
 FINE STREET  
 BURLINGTON 05403

NOTE: THIS DRAWING IN NO WAY REPRESENTS AN ENGINEER DESIGN AND IS ONLY TO BE USED AS A GUIDE. THE OWNER/BUILDER OF THE PROJECT MUST ASSUME ALL LIABILITY FOR THE INTEGRITY AND ENGINEERING OF THIS PROJECT. THE OWNER/BUILDER OF THIS PROJECT IS RESPONSIBLE FOR THE VERIFICATION OF ALL DIMENSIONS ON THE PLAN.

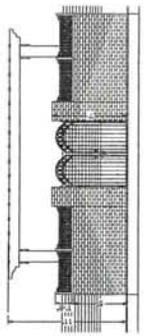
OVERHEAD VIEW



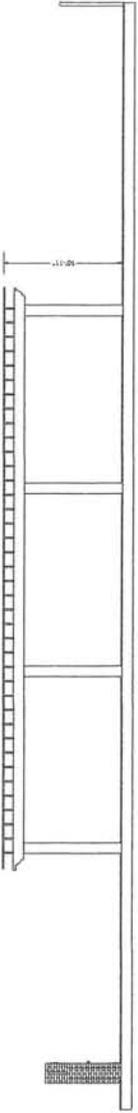
REAR ELEVATION



FRONT ELEVATION (FINE STREET)



RIGHT ELEVATION (VIEWED FROM MERCANTILE)



MERCANTILE HALL



**Building & Zoning Department**  
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(262) 342-1164 – (262) 763-3474 fax  
www.burlington-wi.gov

<b>Historic Preservation Commission Item: 7A (1 &amp; 2)</b>	<b>Date:</b> August 23, 2018
<b>Submitted By:</b> Gregory Guidry, Building Inspector	<b>Subject:</b> Certificate of Appropriateness and Sign Permit for 588 N. Pine Street

**Details:**

Anthony Lauria of Silver Cloud Vape Café is requesting approval of a Certificate of Appropriateness and Sign Permit located at 588 N. Pine Street. The proposed project consists of:

- The installation of new signage. The proposed signage includes new vinyl signs on the storefront window. The applicant proposes to change the existing window signs to the new logo design to read “Corner Vapery”. The size of the letters are approximately 8½ inches high. The proposed color of the new signs are compatible with the color of the building construction.

Gregory Guidry, Building Inspector, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the August 16, 2018 memorandum to the Commission.

**Financial Remarks:**

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

**Executive Action:**

This item is for consideration to approve the Certificate of Appropriateness and Sign Permit at the August 23, 2018 Historic Preservation Commission meeting.



## CITY OF BURLINGTON

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### Building & Zoning Department

300 N. Pine Street, Burlington, WI 53105

(262) 342-1163 – (262) 763-3474 fax

[www.burlington-wi.gov](http://www.burlington-wi.gov)

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

**From:** Gregory Guidry: Building Inspector & Zoning Administrator

**Date:** August 16, 2018

**Re:** Certificate of Appropriateness and Sign Permit Application, 588 N. Pine Street Burlington

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**Desired Outcome:** Change out the existing window signs to the new logo design

**Location:** Building at 588 N. Pine Street, serving Silver Cloud Vape Café/ Corner Vapery

**Summary:** Antonio Lauria would like to remove and replace the existing window signs with the new logo signage.

**Recommendation:** I recommend that the Historical Preservation Commission recommend approval of this request for sign improvements at 588 N. Pine Street, subject to the following conditions:

1. All work shall be per the application materials submitted on August 13, 2018
2. The applicant shall obtain a building permit for the work.
3. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

## Analysis of Request against Applicable City Ordinance Requirements and Guidelines

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
<b>HAS APPLICANT SUBMITTED ALL REQUIRED APPLICATION MATERIALS?</b>		
(1) For Certificate of Appropriateness	Complete	
(2) For Sign Permit Application	Complete	
<b>STANDARDS FOR SIGNAGE IN THE HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-74)</b>		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms), and awning signs	NA	
(3) Projecting and Hanging Signs	N/A	
(4) Illumination of Signs	NA	
(5) Limitations on types of window signs 315-74	Met	Applicant proposes the window signage letters to be approximate 8.5 inches in height. The total size of the window signs do not count toward the maximum area of signage allowed on a facade nor does it count toward the maximum number of signs allowed per 315-74 B(2) and (4). The lettering and signage will be a vinyl material on the glass meeting 315-74 E ordinance.
(6) Signage Color 315-74 F	Met	Colors chosen for the sign per submitted application is compatible with the color of the building construction, Cream City brick.

<b>GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)</b>		
District Standards 315-42(B)	Met	Colors, materials, and other details of sign comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	N/A	
<b>BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES</b>		
Design Issues (pp. 7-9)	Met	
Maintenance and Repair (pp. 10-13)	NA	
Lighting (pp. 15-16)	NA	
Screening (p. 16)	NA	
Pedestrian Access (p. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (p. 19)	Met	
<b>OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS</b>		
Article VII (Signs)	Met	



Application for the Certificate of Appropriateness

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**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: 588 N. Pine Street, Burlington, WI
3. Applicant Name: Antonio Lauria
4. Owner Name: Dave Flitcroft / Flitcroft Rentals
5. Name of Tenant: Antonio Lauria
6. Name of Business: Silver Cloud Vape Cafe / Corner Vapery
7. What is (are) the existing use(s) of the building? Retail shop - electronic cigarettes
8. Telephone Number: (773) 251-1002 cell Facsimile Number: N/A
9. E-Mail Address: Lauria3@mac.com
10. Applicant Mailing Address: 14416 71st Place, Kenosha WI 53142
11. Does the applicant own the project building? Yes  No
12. If no, please list owner's name and address: Flitcroft Rentals, PO Box 672, Elkhorn WI 53123
13. Architect or engineer's name and address: Antonio Lauria, 14416 71st Pl., Kenosha WI 53142
14. Date of submittal of plans: 8/12/18
15. Scale of drawings noted on each drawing: Scale: 1" = 1'
16. Building type, size and location: Brick, storefront at 588 N. Pine St., main level
17. Height of building: 12'
18. Exterior material samples to be provided: N/A - signage is vinyl on interior of windows

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

19. Proposed Start Date: ASAP, immediately upon HPC approval
20. Proposed Completion Date: ASAP, within one week of approval

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

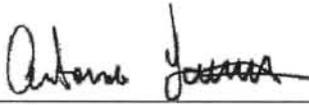
- A. Photographs from the site adjacent neighboring structures and/or property;
- B. Detailed drawings of decorative elements of the buildings and/or structure(s);
- C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

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

**Property Owner**

Print	Signature	Date
-------	-----------	------

**Applicant**

Antonio Lauria		8/12/18
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;
- ⇒ 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)  588 N. Pine Street	Applicant Name(s):  Antonio Lauria
Property Owner Name:  Dave Flitcroft / Flitcroft Rentals	Applicant Mailing Address:  14416 71st Place, Kenosha WI 53142
Property Owner Telephone Number: (262) 206-8312	Applicant Telephone Number: (773) 251-1002
Property Owner E-mail:	Applicant E-mail: Lauria3@mac.com
Sign Contractor Signarama	Sign Contractor Mailing Address 7600 75th St. #115, Kenosha, WI 53142

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    X 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    X 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



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

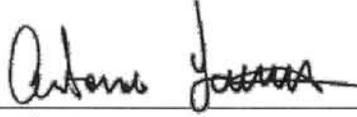
1. Proposed sign placement on the building with scaled dimensions indicating placement, distance extension from building and height of the sign relative to the abutting sidewalk (or surrounding grade if there isn't a sidewalk) for each sign proposed.  
 **Yes**       **No**
2. The actual building dimensions, height and length of window(s) and/or door(s) for the proposed sign placement.  
 **Yes**       **No**
3. The material composition of the sign and its various elements.  
 **Yes**       **No**
4. The color(s) of the sign(s) proposed.  
 **Yes**       **No**
5. Scale of the drawing or graphic noted.  
 **Yes**       **No**
6. Date of the drawing or graphic noted.  
 **Yes**       **No**
7. Name of the preparer of the drawing noted.  
 **Yes**       **No**

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

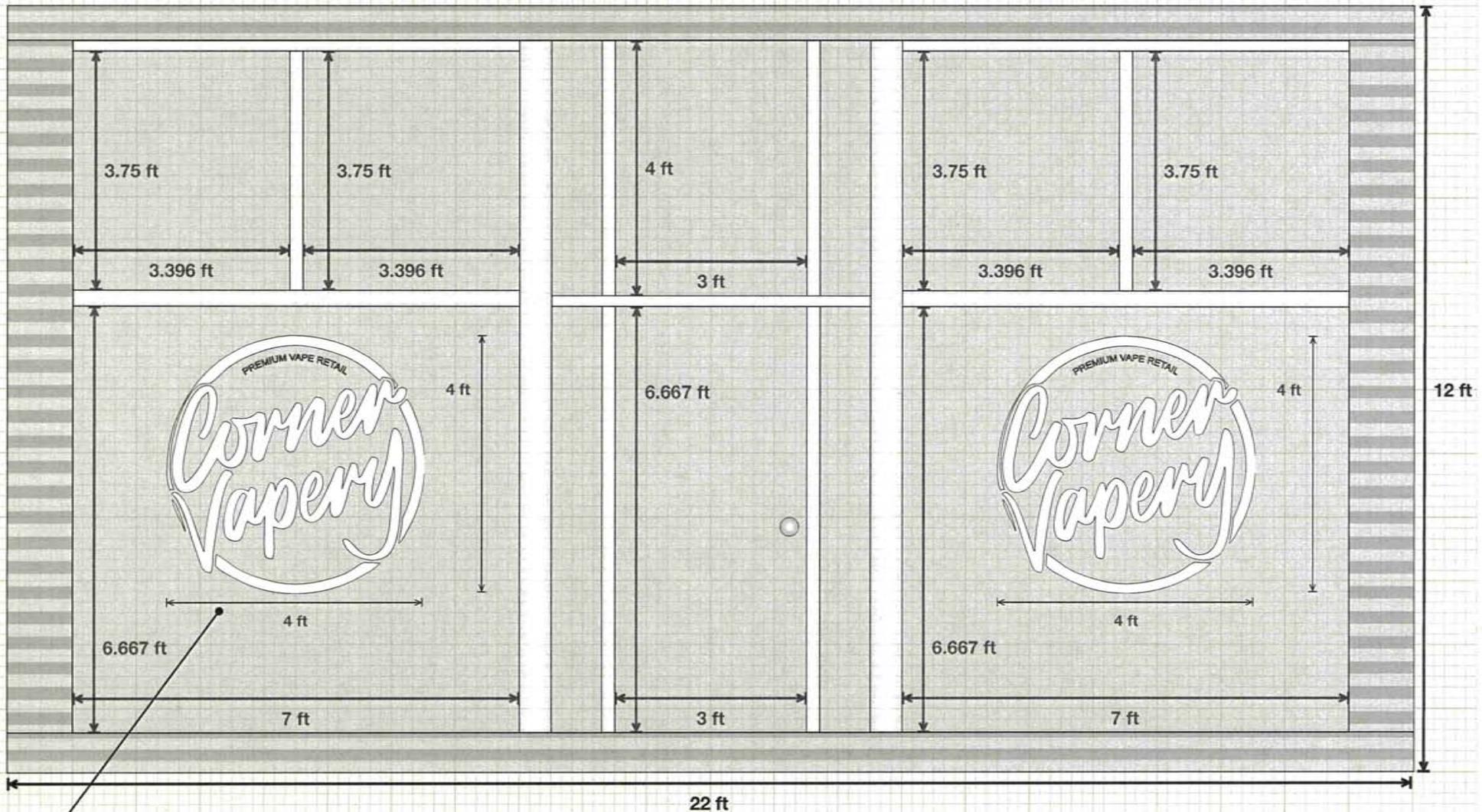
**Property Owner**

Print	Signature	Date

**Applicant**

Antonio Lauria		8/12/18
Print	Signature	Date

# 588 N. Pine St. - Silver Cloud Vape Sign Change



**Window Signage Material: Vinyl**

Main Window Size: 7' x 6.67" = 46.69 sq ft.

Window Sign Area (H x W): 4' x 4" = 16 sq ft.

Window Sign Knockout (Transparent Area): 8 sq ft. - or 50% of Total Sign Area

Window Sign (Actual Area): 16 sq ft - 8 sq ft = 8 sq ft.

Window Sign Coverage: 8 sq ft / 46.69 sq ft = 17.13%

Prepared by: Antonio Lauria

08/12/2018

Scale: 1in=1ft

Sign Contractor:

Signarama, Kenosha, WI



TRUCK



For  
RENT  
62-206-8312





**CITY OF BURLINGTON**

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

<b>Historic Preservation Commission Item: 8A</b>	<b>Date: August 23, 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 August 14, 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 August 23, 2018 Historic Preservation Commission meeting.

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

Applicant Name/Company	Property Address	Total Improvement Amount Proposed	Grant Amount Approved for Funding	Notes	Approved Date	Expiration Date	Funded	Amount Funded	Date Paid
David Flitcroft - Flitcroft Rentals	580-588 N. Pine Street (rear façade)	\$10,600.00	\$5,000	See below **	3/9/2017	3/9/2018	Yes	\$4,874.64	9/15/2017
Commercial Investment Properties Corp.	525 Milwaukee Avenue (front)	\$22,298.13	\$5,000		3/23/2017	Org: 3/23/2018 New: 9/23/2018 New Extended: 11/23/2018	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		11/1/2017	11/1/2018	Pending	Pending	Pending
John Royel - Kass Management	316-344 N. Pine Street (rear)	\$9,950.00	\$4,975.00		11/1/2017	11/1/2018	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:** 8/14/2018

**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

