



**AGENDA**  
**HISTORIC PRESERVATION COMMISSION**  
**THURSDAY, NOVEMBER 29, 2018 at 5:00 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  
Ken Morrison, Commissioner  
Kevin O'Brien, Commissioner  
Daniel Colwell, Commissioner  
Tyler Van Patten, Student Representative  
Grace Lashbrook, Student Representative

1. Call to order
2. Roll Call
3. Citizen Comments
4. Approval of minutes of October 25, 2018
5. Letters and Communications: None
6. Old Business:
  - A. A Certificate of Appropriateness application from Jon Thorngate of Lifebridge Church for property located at **457 Milwaukee Avenue** to paint signage on the side wall. This item was at the October 3, 2018 meeting.
  - B. A Sign Permit application from Jon Thorngate of Lifebridge Church for property located at **457 Milwaukee Avenue** to paint signage on the side wall. This item was at the October 3, 2018 meeting.
7. New Business: None
8. Discussion items:
  - A. Introduction and discussion with the City Planner, Graef, to explain their roles and challenges they will be accepting, as well as a "HPC 101" for the members of the commission.
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, October 25, 2018**

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

Chairman Eisenhardt welcomed Ken Morrison to the Historic Preservation Commission.

**CITIZEN COMMENTS**

Judith Schulz, 533 Milwaukee Avenue, asked what the wait period was to receive another façade grant. Ms. Schulz presented a checklist of suggested guidelines. Commissioner O'Brien commented that materials cannot be the same as the past, in order to be safe, and because of the costs. Aldermanic Representative Kott stated the Historic Preservation Commission needs to get back on track for the historical look with the buildings.

**APPROVAL OF MINUTES**

Commissioner Wagner moved, and Aldermanic Representative Kott seconded to approve the minutes of October 3, 2018.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

- A. A Certificate of Appropriateness application from Peter Scherrer Group for property located at **492 N. Pine Street** to install a balcony and lighting for the Liar's Club.
- Chairman Eisenhardt introduced and opened this item for discussion.
  - Leslie Pella Scherrer, Peter Scherrer Group, explained the balcony will be for the second floor and painted a similar tone as the existing building. Ms. Scherrer further explained there will be a dumpster enclosure, and spot lighting for the sign and cater door. The door will be the same style as the front door.
  - Aldermanic Representative Kott questioned what happens when the empty lot gets developed with a big building, will the balcony be in the way. Ms. Pella Scherrer answered there will be plenty of room between the two buildings.

- Aldermanic Representative Kott asked what the capacity and weight limit was for the balcony. Aldermanic Representative Kott stated even though Tall Tales is a one weekend event, a lot of people attend, and was concerned for their safety. Carly Hurley, Coffee House staff, explained there is a limit to the number of people that can enter the building for that event. The Commissioners had further discussion regarding the structural engineering of the balcony. Ms. Pella Scherrer, responded that she was not prepared to have the exact numbers with her, since this meeting was a historic meeting. Ms. Pella Scherrer explained there are structural engineers working on this project, and Gregory Guidry, Building Inspector, will be addressing any issues during inspections.
- Commissioner Capra stated the buildings nearby; the parking structure, Hampton Inn, and Charcoal Grill are not historic buildings. Commissioner Capra further stated the style of the balcony will fit in well with the surrounding area.
- Ms. Pella Scherrer explained the project will start in November and completed around the end of March. Commissioner O'Brien and Commissioner Wagner were questioning what the definition for historic meant. Aldermanic Representative Kott stated the historic downtown district started in 1835, but things are not looking the way it used to. Commissioner O'Brien replied that materials cannot be the same as the past, in order to be safe.
- Chairman Eisenhardt asked if the side windows will be stained or restored. Ms. Pella Scherrer replied those are windows with blinds pulled, made to look like they are covered up. Chairman Eisenhardt further asked if the window in the middle will be removed and replaced with a door. Aldermanic Representative Kott answered yes, and does not see an issue with the balcony.
- Commissioner Wagner commented that the fire escape will be horizontal in the rest position and that the dumpster enclosure have certain guidelines for types of material to use. Ms. Pella Scherrer responded the dumpster enclosure will be composite wood for durability.
- There were no further comments.
- Commissioner Colwell moved, and Aldermanic Representative Kott seconded to approve the Certificate of Appropriateness for the balcony and lighting.
- All were in favor and the motion carried.

B. A Certificate of Appropriateness application from Chantelle Archambeau for property located at **541-549 N. Pine Street** to repair all wood and trim, repaint the storefront façade, and replace the lap siding on the face of the gable.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry explained that the paint colors are historic, and the existing metal lap siding on the face of the gable is proposed to be wood.

- Commissioner Capra stated he found a picture from the 1800s that does not have a triangle gable or overhang, but was not sure what is underneath the overhang.
- The Commissioners had a discussion regarding the idea of removing the overhang to restore it back to its original design, instead of replacing the shingles on the overhang. Daniel Wilburth, owner, explained that this repair was a temporary fix to make the building look nice, and did not know how much the cost would be to remove the overhang.
- There were no further comments.
- Commissioner Colwell moved, and Commissioner O'Brien seconded to approve the Certificate of Appropriateness to paint the façade, stain the gate, repaint the overhang without changing the shingles, but contingent the applicant comes back with an estimate for the removal of the overhang.
- 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 there has been no changes since the last meeting on October 3, 2018.

## **ADJOURNMENT**

Commissioner O'Brien moved, and Aldermanic Representative Kott seconded to adjourn the meeting at 7:22 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 &amp; B</b>	<b>Date:</b> November 29, 2018
<b>Submitted By:</b> Gregory Guidry, Building Inspector	<b>Subject:</b> Certificate of Appropriateness and Sign Permit for 457 Milwaukee Avenue

**Details:**

Jonathan Thorngate, owner, is requesting approval of a Certificate of Appropriateness and Sign Permit located at 457 Milwaukee Avenue. The proposed project consists of:

- Repainting signage on the western façade. The western façade has changed throughout the years, with the painted signs advertising the particular business located within the building. Though the brands have changed, the style and colors of these signs have preserved a consistent aesthetic. The proposed signage for LifeBridge Church maintains this historic aesthetic, while updating the information presented to reflect the new use.

The proposed signage features the name and logo of LifeBridge Church, its vision statement, a welcome message, and service times. Each of these elements is framed in a way that mirrors the existing layout that features appliance brands. The proposed signage will also mirror typography of the former Chevrolet signage that was featured on this building, with a primary dark text color on white background, and a contrasting white text on blue background, serving to highlight the primary logo. The proposed signage will utilize both sans serif font and cursive, just as the original Chevrolet signage did. Though larger than what is explicitly permitted for signage in the Historic Preservation Overlay District, the proposed signage will maintain the maximum letter height of the existing signage.

Please find the attached REVISED signage for the West side wall. A previous signage plan for the west wall was approved at the HPC October 3, 2018 meeting. This item was then requested by the Common Council for discussion and possible recommendation at the November 7, 2018 Common Council meeting. The item was ultimately tabled by the Council.

**Financial Remarks:**

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

**Executive Action:**

This item is for consideration to approve the Certificate of Appropriateness and Sign Permit at the November 29, 2018 Historic Preservation Commission meeting.



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: 457 Milwaukee Ave, Burlington, WI
3. Applicant Name: LifeBridge Church
4. Owner Name: LifeBridge Church
5. Name of Tenant: \_\_\_\_\_
6. Name of Business: LifeBridge Community Church, Inc.
7. What is (are) the existing use(s) of the building? Church
8. Telephone Number: 2622157887 Facsimile Number: \_\_\_\_\_
9. E-Mail Address: jon@lifebridge.church
10. Applicant Mailing Address: PO Box 28, 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: \_\_\_\_\_
14. Date of submittal of plans: 8/14
15. Scale of drawings noted on each drawing: Not scaled-measurements listed
16. Building type, size and location: Church, 8000 sqft, downtown
17. Height of building: 14'
18. Exterior material samples to be provided: None- paint is the only proposed material

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

19. Proposed Start Date: 10/1/2018
20. Proposed Completion Date: 10/31/2018

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

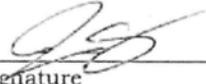
- A. Photographs from the site adjacent neighboring structures and/or property;
- B. Detailed drawings of decorative elements of the buildings and/or structure(s);
- C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

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

**Property Owner**  
LifeBridge Church

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant**  
Jonathan Thorngate

Print \_\_\_\_\_ Signature  Date 8/14/2018

- 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) 457 Milwaukee Ave.	Applicant Name(s): LifeBridge Church
Property Owner Name: LifeBridge Church	Applicant Mailing Address: PO Box 28, Burlington WI 53105
Property Owner Telephone Number: 2622157887	Applicant Telephone Number: 2622157887
Property Owner E-mail: jon@lifebridge.church	Applicant E-mail: jon@lifebridge.church
Sign Contractor Undetermined	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      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

Created on 06/07/2000 10:51 AM



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

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

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

**Property Owner**

* LifeBridge Church		8/21
Print	Signature	Date

**Applicant**

LifeBridge Church		8/21
Print	Signature	Date

# REVISED DESIGN



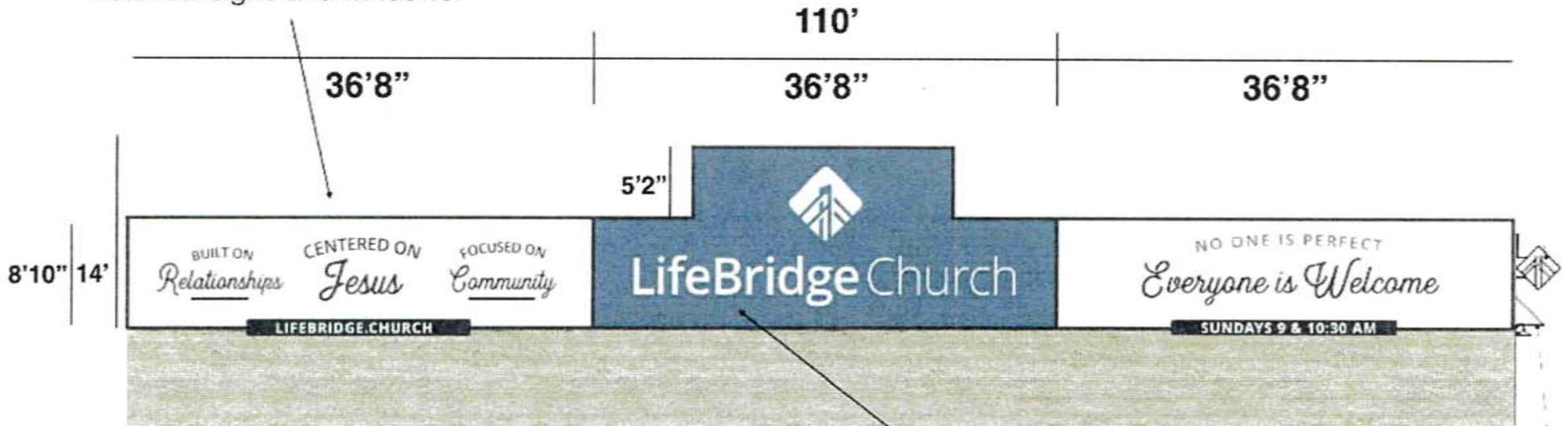
❖ **REDUCED CONTENT FROM 22 WORDS TO 12**

❖ **REDUCED MAX LETTER HEIGHT FROM 48" to 36" & 24"**

❖ **REDUCED CURSIVE FONT** *from 6 Words to 4 at Half the size*

❖ **ELIMINATED CURVED LETTERING ENTIRELY**

Curved/arched style commonly found in historical signs and windows.



Max Letter Height: 48"

Existing Letter Max Height- 48"

Extend existing Blue Area to entire Center section.

## Existing Signage (Larger Image Below)



The fonts in this sign are largely tied to the logos of the various brands represented. **The largest existing letters are over 48" in height.**

This signage does have historical significance in Burlington, and we wanted to maintain some elements of the design. We focused on the layout, bordering, and existing background colors.