



AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, FEBRUARY 28, 2019 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
Ken Morrison, Commissioner
Kevin O'Brien, Commissioner
Dennis Tully, 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 January 29, 2019
5. Letters and Communications: None
6. Old Business: None
7. New Business:
 - A. To consider approving a Certificate of Appropriateness application from Shad Branen for property located at 448 Milwaukee Avenue to repaint the rear and side of the building, which has already been painted.
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
TUESDAY, JANUARY 29, 2019**

The meeting was called to order by Chairman Darrel Eisenhardt at 6:20 p.m. Aldermanic Representative Susan Kott; Commissioner Steve Wagner; and Commissioner Daniel Colwell were present. Commissioners Frank Capra; Commissioner Ken Morrison; and Commissioner Kevin O'Brien were excused. Student Representative Tyler Van Patten was present. Student Representative Grace Lashbrook was excused.

CITIZEN COMMENTS

Judith Schulz, 533 Milwaukee Avenue, handed out a Tax Credit brochure.

APPROVAL OF MINUTES

Aldermanic Representative Kott corrected the November 29, 2018 minutes to read “to be removed or painted over” instead of “to be painted over”, and “Kott said to Mr. Thorngate that at that time he budgeted \$3,500 for removal of the sign because he knew” instead of “Kott asked why Mr. Thorngate budgeted for signage when he knew”.

Judith Schulz corrected the November 29, 2018 minutes to read “our Burlington Historic District is on” instead of “533 Milwaukee Avenue is on”.

Aldermanic Representative Kott moved, and Commissioner Colwell seconded to approve the corrected minutes of November 29, 2018 in the two areas.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. A Certificate of Appropriateness application from Brian Torgerson for property located at **164 E. Washington Street** to repair the front, side, and rear façade; which includes new windows and trim, door, and tuck-pointing.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Tanya Fonesca, Graef, explained the Certificate of Appropriateness was recommended for denial because the applicant wanted to shrink the windows (which is against the ordinance), as well as information that was missing regarding the doors, windows, and the proposed wood paneling. Ms. Fonesca spoke with Jeff Erickson, representative, to bring more information to present at the meeting.

- Mr. Erickson explained the height of the front window is currently 119 inches and would like to make the knee wall come up higher, thus making the window shorter with 110 inches high. There will be two recessed paneled doors and the front windows will have black finish around the glass and the trim.
- Commissioner Colwell asked if anything in the front would be white. Mr. Erickson answered no, everything would be black. Mr. Erickson stated the top windows are double hung and the middle top window would be a fixed pane window. Commissioner Colwell questioned if there was a second door in the front. Mr. Erickson replied yes, the wood door would be for the upstairs apartment, and the other door would match the existing with a glass panel on top and the same lower panel. Mr. Erickson stated the air conditioning unit will be removed and glass will go in.
- Commissioner Colwell asked why the windows in the rear façade were covered up and how they plan to be updated. Mr. Erickson responded the windows are not all the way through, on the inside they do not exist. Ms. Fonesca explained even though the windows are not operable or it is not ideal to board up the windows, the applicant is trying to preserve the look of the windows for potential future restoration. Aldermanic Representative Kott suggested that Mercantile Hall used something that looks like a black tinted glass into the building, but you cannot see windows once you are inside.
- Ms. Fonesca asked what the future plans are for this building. Mr. Erickson replied the building is still on the market, but would like to get the outside repaired. Mr. Erickson stated there has been so many issues with previous applicants needing a sprinkler system because of the change of use. Mr. Erickson further stated there are no end results for plans.
- Commissioner Wagner asked why the storefront windows would be shorter. Brian Torgerson, owner, answered it was for safety to have the knee wall built higher.
- Chairman Eisenhardt questioned what will be happening with the back door and the cable dish. Mr. Erickson answered the back door (which is all wood) is the two panel door shown in the packet, and the cable dish is being taken down. Commissioner Colwell asked what can be done with the one bricked in window. Student Representative Tyler Van Patten stated he did not think it was a possibility to even open up the windows. Mr. Erickson stated there is plywood inside. Ms. Fonesca stated opening up the windows might not be the best thing to do at this time, especially not knowing what a future buyer would do with the building.
- Commissioner Wagner asked how the stained brick from the fire can be treated. Mr. Guidry explained that the brick on the Urb Garden located at 413 N. Pine Street will be cleaned and not painted. Mr. Torgerson stated he would ask the same person to clean his brick as well.
- Chairman Eisenhardt and Ms. Fonesca summarized what was discussed; the front doors should be 8 feet in height, the side door is the same size as the exiting, and the window is one fixed pane of glass measuring 72 inches high.
- There were no further comments.

- Commissioner Colwell moved, and Aldermanic Representative Kott seconded to approve the Certificate of Appropriateness for the repairs on three sides provided the two proposed front doors are 8 feet high, the side door is to be replaced with the same size as the existing, and to clean the brick in the back.
- All were in favor and the motion carried.

B. A Façade Grant Program application from Brian Torgerson for property located at *164 E. Washington Street* to replace front windows, door, and tuck-pointing.

- Chairman Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Aldermanic Representative Kott moved, and Commissioner Colwell seconded to approve the Façade Grant as presented not to exceed \$5,000.
- Gregory Guidry, Building Inspector, pointed out to the Commissioners what is allowed and not allowed to receive grants if violations were given. Mr. Guidry stated when a property is written up as a violation, the grants are not supposed to be given. Commissioner Wagner stated the buildings are decaying and need assistance for repairs. Mr. Guidry explained the owner was asked to do repairs since 2014, and the current pictures show that no changes have been made.
- Aldermanic Representative Kott moved, and Commissioner Wagner seconded to amend the approval of the Façade Grant as presented not to exceed \$5,000, and overrule the 2018 policy that does not allow a cited building to receive grants.
- Roll call: Aldermanic Representative Susan Kott; Commissioner Steve Wagner; Commissioner Daniel Colwell; and Chairman Darrel Eisenhardt.
- All were in favor and the motion carried.

C. A Façade Grant Program application from Brian Torgerson for property located at *164 E. Washington Street* to replace side windows and tuck-pointing.

- Chairman Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Aldermanic Representative Kott moved, and Commissioner Colwell seconded to approve the Façade Grant as presented not to exceed \$4,620.76, to include replacement of the lap siding around the side door, and overrule the 2018 policy that does not allow a cited building to receive grants.

- Roll call: Aldermanic Representative Susan Kott; Commissioner Steve Wagner; Commissioner Daniel Colwell; and Chairman Darrel Eisenhardt.
- All were in favor and the motion carried.

D. A Façade Grant Program application from Brian Torgerson for property located at *164 E. Washington Street* to retain existing rear windows, and add custom framing into existing windows, and tuck-pointing.

- Chairman Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Aldermanic Representative Kott moved, and Commissioner Wagner seconded to approve the Façade Grant as presented not to exceed \$4,700, to include cleaning of brick from the fire, and overrule the 2018 policy that does not allow a cited building to receive grants.
- Mr. Guidry informed the Commissioners the rear side (alley side) is not an approved side for receiving façade grants, since it is not a street facing side.
- Aldermanic Representative Kott moved, and Commissioner Wagner seconded to amend the approval of the Façade Grant as presented not to exceed \$4,700, to allow this side to be given a grant, to include cleaning of brick from the fire, and overrule the 2018 policy that does not allow a cited building to receive grants.
- Roll call: Aldermanic Representative Susan Kott; Commissioner Steve Wagner; Commissioner Daniel Colwell; and Chairman Darrel Eisenhardt.
- 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.
- Chairman Eisenhardt stated Itzen’s Shoe Repair should reflect that the grant has been paid out on the spreadsheet. Chairman Eisenhardt further stated there is a \$39,300.96 balance remaining in Round 8 and \$10,000 was funded for Round 9 in 2019.

Commissioner Colwell stated the review of the Historic Preservation Policy should be added to an upcoming meeting.

ADJOURNMENT

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

Recording Secretary,

Kristine Anderson
Administrative Assistant



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

Historic Preservation Commission Item: 7A	Date: February 28, 2019
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 448 Milwaukee Avenue

Details:

Shad Branen, owner, is requesting approval of a Certificate of Appropriateness located at 448 Milwaukee Avenue. The proposed project consists of:

- Re-painting the rear and the side of the building. The applicant has already painted the building in 160 Knoxville Gray, which is an approved historic color. The applicant was under the impression that if the building was painted with an approved historic color, then an approval would not be necessary. It was discussed at a previous meeting that if a color of the building was changed, it would require approval. If the building was painted the same color, then it would be considered maintenance and would not require approval. The applicant has submitted a Certificate of Appropriateness application with the new color.

Gregory Guidry, Building Inspector, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the February 7, 2019 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 at the February 28, 2019 Historic Preservation Commission meeting and be placed on the March 5, 2019 Committee of the Whole and Common Council meetings for consideration.



CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI 53105
(262) 342-1163 – (262) 763-3474 fax
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To: City of Burlington Historic Preservation Commission
From: Gregory Guidry, Building Inspector
Date: February 7, 2019
Re: Certificate of Appropriateness, 448 Milwaukee Avenue

Desired Outcome: Re-painting of rear and side of building

Location: Building at 448 Milwaukee Avenue

Summary: The applicant painted the back and side of the building. He was under the impression that if he painted the building with an approved historical district color then he would not have to appear before the Historic Preservation Commission for approval. As discussed at one of our earlier meetings that if the color of the building was changed, it would need approval. If the owner was to repaint the building the same color, it would be considered maintenance and would not need approval. The applicant has now submitted a Certificate of Appropriateness application with the new paint color of 160 Knoxville Gray.

Recommendation: I recommend that the Historical Preservation Commission recommend to the Common Council approval of the new painting of the building located at 448 Milwaukee Ave. subject to the following conditions:

1. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

Analysis of Request against Applicable City Ordinance Requirements and Guidelines

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
HAS APPLICANT SUBMITTED ALL REQUIRED APPLICATION MATERIALS?		
(1) For Certificate of Appropriateness	Complete	All required information has been submitted
(2) For Sign Permit Application	NA	
STANDARDS FOR SIGNAGE IN THE HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-74)		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms), and awning signs	NA	
(3) Projecting and Hanging Signs	NA	
(4) Illumination of Signs	NA	
(5) Limitations on types of window signs (including transom windows)	NA	
(6) Signage Color	NA	

GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	Colors comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	Paragraph (1) allows the repainting of buildings
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pp. 9)	Met	Bottom half of page 9 of the Burlington Historic Downtown Main Street District under COLOR: If the masonry façade was painted at some time and the paint seems to be holding – it should be painted again. When repainted, the masonry should be within its natural color range.
Maintenance and Repair (pp. 10-13)	NA	
Awnings (p13)	NA	
Screening (p. 16)	NA	
Pedestrian Access (p. 17)	NA	
Secretary of Interior’s “Standards for Rehabilitation” (p. 19)	Met	The painting of the building does not go against the standards
OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS		
Article VII (Signs)	NA	



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: 448 Milwaukee Ave, Burlington, WI
3. Applicant Name: Shad Branch
4. Owner Name: Plaza Media LLC
5. Name of Tenant: _____
6. Name of Business: Plaza Media
7. What is (are) the existing use(s) of the building? Movietheater
8. Telephone Number: 262-210-1362
9. E-Mail Address: shad@winmedtainc.com
10. Applicant Mailing Address: 425 N. Pine St. Suite 203 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: 9/14/19
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: Two story masonry block
17. Height of building: _____
18. Exterior material samples to be provided: photos attached

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

19. Proposed Start Date: September, 2018
20. Proposed Completion Date: September, 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

Shad Brown
Print

[Signature]
Signature

1/14/19
Date

Applicant

SAME
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!

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



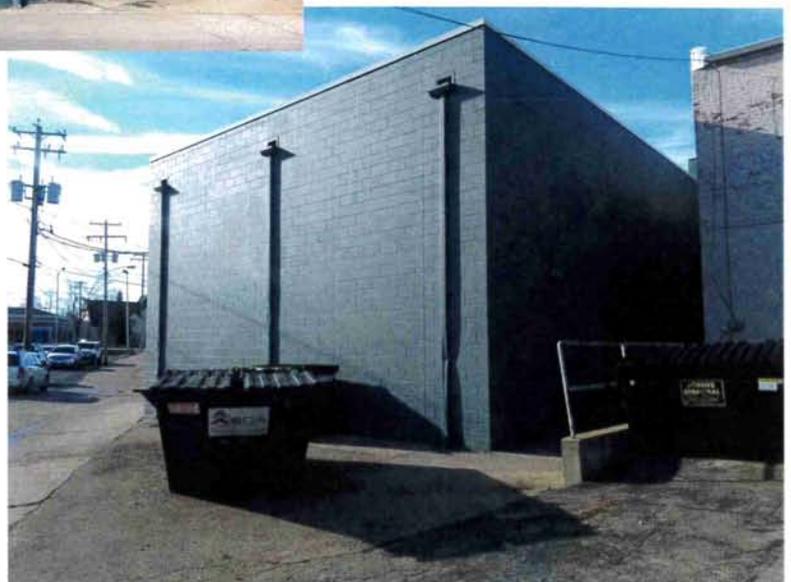
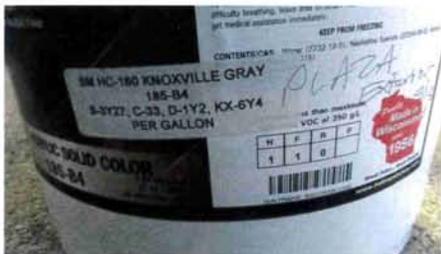
PLAZA THEATER

448 MILWAUKEE AVE., BURLINGTON

PROJECT INCLUDES PAINTING OF THE EXTERIOR REAR WALL AND SIDES OF THE BUILDING.

THE MASONRY BLOCK WAS PREVIOUSLY PAINTED WITH TWO DIFFERENT COLORS.

WE REPAINTED WITH HC-160 KNOXVILLE GRAY (B-3Y27, C-33, D-1Y2, KX-6Y4), AN APPROVED COLOR BY THE BURLINGTON HPC.





CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
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Historic Preservation Commission Item: 8A	Date: February 28, 2019
Submitted By: Megan Watkins, Director of Administrative Services	Subject: Façade Grant Funding

Details

Attached please find the Façade Grant Funding report for Round 9 dated February 14, 2019 which has been funded with \$10,000. Round 8 dated February 14, 2019 with a balance of \$24,309.81. Round 7 has an actual balance of \$0.00 remaining, with one project pending.

Executive Action:

This item is for discussion only at the February 28, 2019 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	Yes	\$5,000.00	11/29/2018
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	Yes	\$4,700.00	11/8/2018
John Royel - Kass Management	316-344 N. Pine Street (rear)	\$9,950.00	\$4,975.00		11/1/2017	11/1/2018	Yes	\$4,975.00	11/8/2018
Michelle Peterson	557 N. Pine Street	\$11,622.79	\$5,000.00		10/26/2017	Ori: 10/26/2018 New: 4/30/2019	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

Obligated Funds:	\$ 50,000.00
Total Distributed to Date	\$45,000.00
Pending	\$5,000.00
Actual Balance Remaining:	
\$50,000 Less Total Disbursed and Pending =	\$0.00

Updated: 2/14/2019

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

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		7/26/2018	7/26/2019	Yes	\$6,825.39	11/29/2018
Al Strelbecki	572 N. Pine St. (front & rear)	\$8,450.00	\$4,225.00	**	5/24/2018	5/24/2019	Rear pending	\$ 3,380.00	11/8/2018
Brian Torgerson	164 E. Washington St. (front)	\$18,875.51	\$5,000.00		1/29/2019	1/29/2020	Pending	Pending	Pending
Brian Torgerson	164 E. Washington St. (side)	\$9,241.51	\$4,620.76		1/29/2019	1/29/2020	Pending	Pending	Pending
Brian Torgerson	164 E. Washington St. (rear)	\$9,400.00	\$4,700.00		1/29/2019	1/29/2020	Pending	Pending	Pending

Obligated Funds:	\$	50,000.00
Total Distributed to Date		\$10,524.43
Pending		\$15,165.76
Actual Balance Remaining:		
\$50,000 Less Total Disbursed and Pending =	\$	24,309.81

Updated: 2/14/2019

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
**Rear façade at 572 N. Pine not approved by HPC Response Team. Front was approved 11/8/18 and front funds disbursed. Holding rear façade funds (\$845) until completion

