



AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, MAY 23, 2019 at 5:30 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 April 25, 2019
5. Letters and Communications: None
6. Old Business: None
7. New Business:
 - A. To consider approving a Certificate of Appropriateness application from Wendy Lynch for property located at **401-409 N. Pine Street** to paint the northwest wall (Flippy's wall) in order to cover tar and existing paint.
 - B. To consider approving a Sign Permit application from Wendy Lynch for property located at **413 N. Pine Street** to install a sign attached to the street-facing brick entry gate.
 - C. To consider approving a Sign Permit application from Daniel Wilburth for property located at **549 N. Pine Street** to install a front window sign, a door sign, and a projecting hanging sign for The Rustic Barrel.
 - D. To consider approving a Certificate of Appropriateness (COA) and Sign Permit application from Michael Kessler for property located at **160 E. Chestnut Street** to install a window sign, a door sign, and a façade wall sign for Kessler's Clock.
 1. Motion for COA
 2. Motion for Sign Permit

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, APRIL 25, 2019**

The meeting was called to order by Chairman Darrel Eisenhardt at 5:30 p.m. Aldermanic Representative Susan Kott; Commissioners Frank Capra; Ken Morrison; and Kevin O'Brien were present. Commissioner Steve Wagner and Dennis Tully were excused. Student Representatives Tyler Van Patten and Grace Lashbrook were excused.

CITIZEN COMMENTS

Wendy Lynch, 132 Duane Street, explained removing the tar marks on Flippy's wall, 401 N. Pine Street, is the same price as painting it. Ms. Lynch asked the Commissioners if they would allow the whole wall to be painted without going through the process, since there is a limited time offer on the price to paint. Tanya Fonesca, Graef, stated "Citizen Comments" is not for discussion, unless it is on the agenda. Commissioner O'Brien stated the Commissioners have made quick decisions in the past that were wrong choices, so did not want to rush with this decision.

Judith Schulz, 533 Milwaukee Avenue, stated that Preservation Racine gave an award to 149 Edward Street and 233 Edward Street in Burlington for their buildings.

APPROVAL OF MINUTES

Aldermanic Representative Kott moved, and Commissioner Morrison seconded to approve the minutes of February 28, 2019.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

- A. To consider approving a Certificate of Appropriateness application from Teacher Place for property located at *533 Milwaukee Avenue* for the restoration to the front façade.
- Chairman Eisenhardt introduced and opened this item for discussion.
 - Ms. Foneca stated the owner is proposing to repair and maintain the façade, repaint the wood, and make improvements on the signage. Ms. Fonseca further stated there was a typo in the memorandum where BDO board should be MDO board.
 - Ms. Schulz, owner, presented pictures and samples of the building before and after repairs that were done previously.

- Commissioner O'Brien explained that sometimes material cannot be used like it was in the past, so other material is required to be used. Chairman Eisenhardt asked what Fypon was. Ms. Fonesca answered it is like a wood fiberglass. The Commissioners questioned if the colors being proposed should not be approved, since they are not historic colors to begin with from 19 years ago.
- Ms. Schulz commented that someone wrote incorrect information on her application.
- Commissioner O'Brien asked Ms. Schulz if she had received any other quotes for the job. Ms. Schulz responded yes there were multiple bids, but this was the cheapest one.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Certificate of Appropriateness to restore the front façade, provided the colors used are consistent with historic colors to match the existing colors.
- All were in favor and the motion carried.

B. To consider approving a Certificate of Appropriateness application from Teacher Place for property located at **541 Milwaukee Avenue** for the restoration to the front façade.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Ms. Schulz shared a little history that the Grand Army of the Republic used to meet upstairs years ago.
- Commissioner O'Brien questioned if 533 & 541 Milwaukee Avenue are non-profit businesses. Ms. Schulz replied yes they are non-profit and the 43rd year in Burlington.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Certificate of Appropriateness to restore the front façade, provided the colors used are consistent with historic colors to match the existing colors.
- All were in favor and the motion carried.

C. A Façade Grant Program application from Teacher Place for property located at **533 Milwaukee Avenue** for the restoration to the front façade.

- Chairman Eisenhardt introduced and opened this item for discussion.
- The Commissioners discussed whether 533 & 541 Milwaukee Avenue is one building or two, because there is one tax parcel for both addresses. Ms. Schulz explained 19 years ago this

body had encouraged two façade grants. Ms. Schulz further explained there are two water lines, but one tax parcel because State has jurisdiction approval over the building changes regarding fire doors. Ms. Fonesca stated the GIS map on Racine County shows one tax parcel with a tie line, which separates the building. Aldermanic Representative Kott asked if the building could be sold as two separate buildings. Ms. Schulz answered yes, plus there is a door way that separates the area. Commissioner Morrison asked what has happened with similar façades. Chairman Eisenhardt responded multiple façade grants were given to similar properties.

- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Façade Grant to restore the front façade.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; and Commissioners Capra; Morrison; and O'Brien.
- All were in favor and the motion carried.

Student Representative Grace Lashbrook arrived at 6:22 pm.

D. A Façade Grant Program application from Teacher Place for property located at *541 Milwaukee Avenue* for the restoration to the front façade.

- Chairman Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Façade Grant to restore the front façade.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; and Commissioners Capra; Morrison; and O'Brien.
- 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 asked how far along 557 N. Pine Street is with completing the façade repairs. Gregory Guidry, Building Inspector, replied the construction portion is completed,

however, the owner ran into issues and found rotten wood, which is being replaced with a flat wood panel, as it was originally, instead of the raised design. The Commissioners questioned if a building permit has been issued for 164 E. Washington Street. Mr. Guidry answered no one has applied for one. Mr. Guidry stated the building is under contract, and the city has been told the same work that was approved would be done. Mr. Guidry further stated Brian Torgerson will be liable for any permits. Ms. Fonseca explained if the applicant wants any changes, they will need to propose those ideas.

- Aldermanic Representative Kott asked if anyone had been paid out last month. Chairman Eisenhardt responded no, but 164 E. Washington got approved for three façade grants.

Student Representative Tyler Van Patten arrived at 6:30 pm.

ADJOURNMENT

Commissioner Morrison moved, and Commissioner O'Brien seconded to adjourn the meeting at 6:32 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: May 23, 2019
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness for 401-409 N. Pine Street

Details:

Wendy Lynch, applicant, is requesting approval of a Certificate of Appropriateness located at 401-409 N. Pine Street. The proposed project consists of:

- The painting of the northwest exterior wall (Flippy’s wall) in order to cover tar and existing paint. This wall faces into The Urb Garden. The northwest wall is currently in a condition that requires some maintenance due to fire damage. The wall has tar drips, soot stains, in addition to some existing paint outlining the former building. This paint is light yellow and pink in color, however, the rusticated concrete block on all other sides of this structure are not painted. The applicant is working to renovate this space to be used as an outdoor space connected to Mercantile Hall for weddings and events, and would like to improve the appearance of this wall.

It is recommended that the following options be considered:

- 1) The applicant hires a mason that is knowledgeable of and qualified to perform masonry cleaning.
- 2) If cleaning is ruled out by this mason professional, it is requested that this be documented and that an appropriate alternative plan be presented. If the recommendation is painted, a painting plan that includes the cleaning, sealing and priming process as appropriate shall be detailed and shared.

Graef, City Planner, whose memorandum is attached, recommends a conditional approval of this request, subject to conditions listed in the May 16, 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 May 23, 2019 Historic Preservation Commission meeting and be placed on the June 4, 2019 Committee of the Whole and Common Council meetings for consideration.



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MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF

DATE: May 16, 2019

SUBJECT: Review of Certificate of Appropriateness and Signage Permit Application
for 413 N. Pine Street (The Urb Garden) and 401-409 N. Pine Street (Flippy's).

A. PURPOSE

Consider for approval a Certificate of Appropriateness and Signage Permit application from Wendy Lynch for two projects:

1. To install a sign attached to the street-facing brick entry gate to 413 N. Pine Street (The Urb Garden – The Urban Garden and the Mercantile Hall owned by Win Properties LLC); and
2. To paint the northwest exterior wall of 401-409 N. Pine Street (Flippy's, owned by Luanne Clark) in order to cover tar and existing paint. This wall faces into The Urb Garden.

B. RECOMMENDATION

Based upon the review of submitted materials for 413 N. Pine Street, GRAEF recommends that the Historic Preservation Commission recommend to the Common Council the **CONDITIONAL APPROVAL** of the following:

- a) Certificate of Appropriateness and Signage Permit application from Wendy Lynch for 413 N. Pine Street (owned by Win Properties LLC), Burlington, WI 5310 to install a sign attached to the street-facing brick entry gate to 413 N. Pine Street (The Urb Garden), subject to the following conditions:
 - i. The applicant provides additional information on the signage lighting. Notes in the table below – see B. (D) and Article VII. §315-70. Signs lighting and illumination; electronic signs. (E).

Based upon the review of submitted materials for 401 N. Pine Street, GRAEF recommends that the Historic Preservation Commission postpone action on the following request, enabling the following to occur before taking action:

- b) Certificate of Appropriateness from Wendy Lynch for 401-409 N. Pine Street (Flippy's, owned by Luanne Clark) to paint the northwest exterior wall in order to cover tar and existing paint. It is recommended that the following options be considered with the applicant to determine the most appropriate next steps for the future treatment of this exterior wall that faces into The Urb Garden.
- i. The applicant hires a mason that is knowledgeable of and qualified to perform masonry cleaning, who may advise on the options for the northwest exterior wall of 401-409 N. Pine Street (Flippy's) and whether they may be able to professionally clean the rusticated concrete block.
 - ii. A specific plan, following the further investigation of the potential options for the wall, for removal of the nonconforming painted on the wall, in addition to the tar drips and soot stains. These options may include power washing or chemical treatments made specifically for stains and the substrate. If cleaning is ruled out by this mason professional, it is requested that this be formally documented, and that an appropriate alternative plan be presented. If the recommendation is painted, a painting plan that includes the cleaning, sealing and priming process as appropriate shall be detailed and shared.

C. TYPE & CHARACTER OF RENOVATIONS

Wendy Lynch of the Mercantile Hall has submitted a Certificate of Appropriateness and Signage Permit Application for The Urban Garden, to install a sign attached to the street-facing brick entry gate to 413 N. Pine Street (The Urb Garden – The Urban Garden and the Mercantile Hall owned by Win Properties LLC); and to paint the northwest exterior wall of 401-409 N. Pine Street (Flippy's, owned by Luanne Clark) in order to cover tar and existing paint. This wall faces into The Urb Garden.

The proposed sign for The Urb Garden will be mounted on the right brick column on the side of the entry gate to the lot, identifying the space as "THE URB GARDEN." The proposed sign will measure 14 inches by 14 inches. The letters will be 3 inches in height. The sign will be made of black powder coated steel that is mounted to the brick column, and will match the black wrought iron entrance gates that fill the space between the two new brick columns. This sign will be illuminated from ground lights in the planters along the new brick wall. The applicant has included two design options for this sign – both are compliant with City codes.

The northwest wall of 401-409 N. Pine Street (Flippy's) is currently in a condition that requires some maintenance due to the fire damage from the former building on 413 N. Pine Street (now the open space known as The Urb Garden). This wall faces directly into the new Urb Garden space. The applicant is working to renovate this space to be used as an outdoor space connected to the Mercantile Hall for weddings and other events. Given this use, the applicant would like to improve the appearance of this exterior wall, on behalf of the owner of 401-409 N. Pine Street (Flippy's, owned by Luanne Clark).

This building, known as the Petrie Block, was built in 1908, out of rusticated concrete block on all four façades of the structure. The northwest exterior wall currently has tar drips, soot stains, in addition to some existing paint outlining the former building on the site. This paint is light yellow and pink in color. Other than this paint on the northwest side exterior wall of 401-409 N. Pine Street (Flippy's), the rusticated concrete block on all other sides of this structure are not painted, as is typically the case for this material.

D. REVIEW OF PROPOSED REHABILITATION IN ACCORDANCE WITH THE CITY OF BURLINGTON'S HISTORIC PRESERVATION ORDINANCES & GUIDELINES

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Required Application Materials		
Certificate of Appropriateness	Complete	
Sign Permit Application	Complete	
§ 315-42. HPO Historic Preservation Overlay District.		
(2) Limitation on structural appearance changes.	Pending – additional information needed to take action	<p><i>Per code: No alterations shall be permitted that would tend to destroy or seriously impair the particular character and quality of the HPO Historic Preservation Overlay District. No change or alteration (including painting) of an historic structure, historic site, or historic district shall be permitted which destroys, seriously impairs, or significantly alters its character in terms of its historical or architectural interest.</i></p> <p>Given that the request to paint the wall would alter the overall character of the structure in terms of historical or architectural interest, it is recommended that cleaning the rusticated concrete block be explored further to maintain the integrity of the overall structure of 401-409 N. Pine Street.</p>
Article VII. §315-74. Signs in HPO Historic Preservation Overlay District		
A. Signs prohibited in the HPO Historic Preservation Overlay District.	N/A	

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
B. (1) Placement of wall, fascia (including transoms), and awning signs.	Met	<p><i>All wall, fascia, and awning signs shall be placed below the upper edge of the traditional building sign band.</i></p> <p>The proposed wall sign is proposed on a brick column of the new brick wall that maintains the street wall for 413 N. Pine Street. There is no sign band, however the placement is appropriate.</p>
(2) Maximum signage area.	Met	<p><i>The total cumulative signage area shall not exceed 15% of the total area of that portion of the first-floor street-facing façade below the signage band.</i></p> <p>The proposed dimensions for the sign (14x14 inches) do not exceed the 15% maximum of the total area.</p>
(3) Maximum signage lettering (for wall or fascia signs).	Met	<p><i>The maximum size of letters on a wall or fascia sign shall be no greater than 12 inches in height and cover no more than 60% of the sign board upon which the letters are placed.</i></p> <p>The letters in THE URB GARDEN sign are proposed to be 3 inches in height. Given that the site has no structure, and therefore no sign board, this requirement of not covering more than 60% of the sign board is not relevant.</p>
(4) Maximum number of wall, fascia (including transoms), and awning signs.	Met	<p><i>The maximum is three signs.</i> The applicant is proposing one sign (not including the address number, however that is not included as a sign in the HPO District).</p>
(5) Wall and fascia (including transoms) sign placement not to visually obscure architectural details.		<p>No proposed signage will obscure architectural details at 413 N. Pine Street.</p>
C. Projecting and hanging signs.	N/A	
D. Illumination of signs.	Pending	<p>Applicant proposes external illumination from below. Additional information needed.</p> <p>See below in regards to compliance with §315-70 "Sign lighting and illumination; electronic signs," which is required in this section of the code.</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
E. Limitations on types of window signs (including transom windows).	N/A	
F. Signage color.	<i>Pending</i>	<p>The color of the proposed powder coated steel sign will be black.</p> <p>The Applicant plans to bring their historical paint chips to confirm their compliance.</p>
Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines		
Standards for Signs (p. 15)	Met	Current guidelines outline standards for size) no larger than 12 inches in height), number of signs (no more than three), and placement of signs (flush mounted on the building). The proposed sign is compliant with the guidelines.
Maintenance and repair (p. 10-11) Masonry, Water Cleaning, Pressurized Water Cleaning, Chemical Cleaning, Sandblast Cleaning, and Tuckpointing	<i>Pending</i>	<p>The guidelines outline that it should not be assumed that all masonry needs to be cleaned. Minor staining or discoloration adds character to the structure and should remain as an acceptable condition. If the masonry is deemed unacceptable, several cleaning methods may be used. Because of the wide variety of unforeseeable factors in masonry cleaning, a test patch of the chosen method in an inconspicuous area of the building should always be required.</p> <p>Per the guidelines, the cleaning of the wall with a mason should be further explored. Water cleaning is the simplest method; however, care must be taken to avoid water damage. A reputable mason will know the parameters for appropriate pressurized cleaning if necessary. Sandblasting is not recommended. A reputable mason will know of cleaning products, such as the PROSOCO line, that may be appropriate for the cleaning of the rusticated concrete block.</p>
Secretary of Interior’s “Standards for Rehabilitation” (p. 19)	<i>Pending</i>	Compliance will be determined as a result of the decision made regarding the exterior wall cleaning or painting once more information is obtained.

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Article VII. §315-70. Signs lighting and illumination; electronic signs.		
<p>E. Shielded spotlight.</p>	<p><i>Pending</i></p>	<p>The code outlines that the sign is lighted by spotlights specifically directed at it. The spotlights are fully shielded so that they are not visible from streets or adjoining property. Any spotlights permitted to illuminate signs shall be shielded such that their light source cannot be seen from adjoining roads.</p> <p>The Applicant is requested to bring additional information in regards to the proposed ground lights in the planter to confirm compliance.</p>



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: 401/409

2. Project Address: ~~413/425~~ N. Pine St. + adjacent wall, Burlington, WI
3. Applicant Name: Wendy Lynch
4. Owner Name: Luanne Clark
5. Name of Tenant: _____
6. Name of Business: Mercantile Hall
7. What is (are) the existing use(s) of the building? _____
8. Telephone Number: 262 758 6280
9. E-Mail Address: wendy@mercantilehall.com
10. Applicant Mailing Address: 425 N. Pine St. Suite ~~202~~ 100
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: T. LaRue Painting
14. Date of submittal of plans: 4-26-19
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: Wall facing Urb Garden/Mercantile Bldg.
17. Height of building: 2 stories
18. Exterior material samples to be provided: _____

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

19. Proposed Start Date: ASAP
20. Proposed Completion Date: 6.1.19

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.

<i>Huanna Clark</i> Property Owner	<i>Huanna Clark</i>	4-29-19
<i>Wendy Lynch</i> Print	<i>Wendy Lynch</i> Signature	4.26.19 Date
<i>Shad Brown</i> Applicant	<i>Shad Brown</i>	4/29/19 Date
<i>Wendy Lynch</i> Print	<i>Wendy Lynch</i> Signature	4.26.19 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.

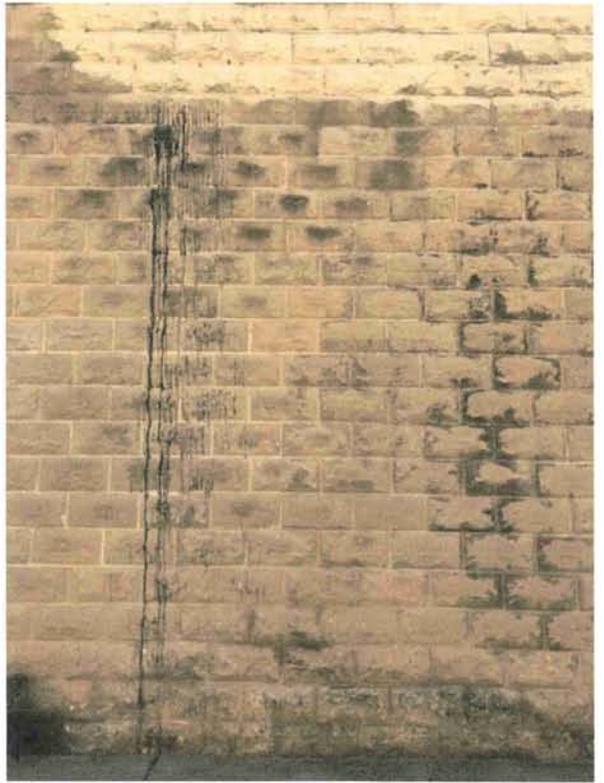
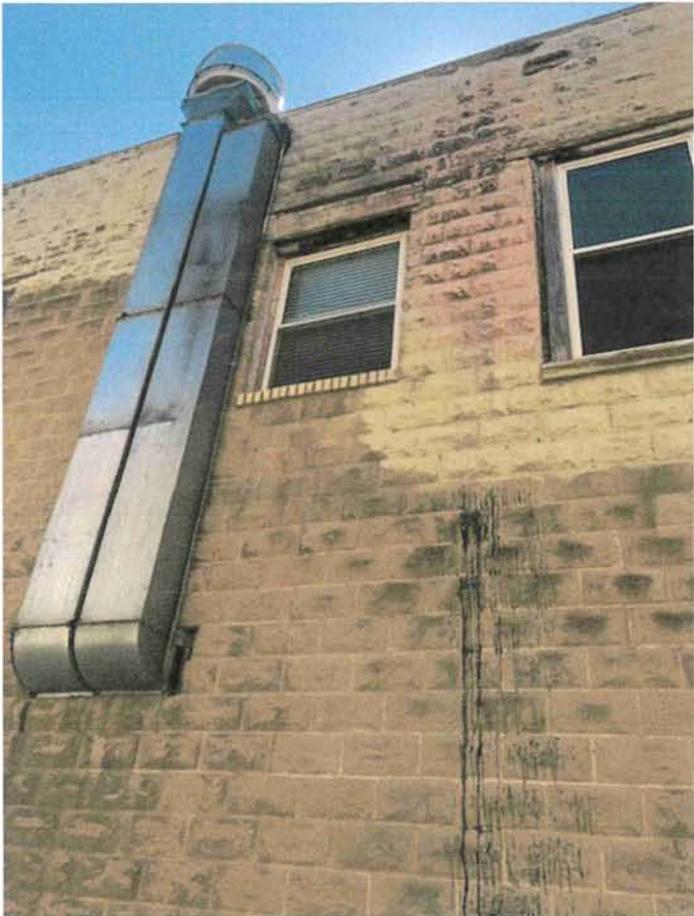
THANK YOU FOR YOUR COOPERATION!

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

Repainting of Flippy's Wall (facing The Urb Garden & Mercantile Hall)

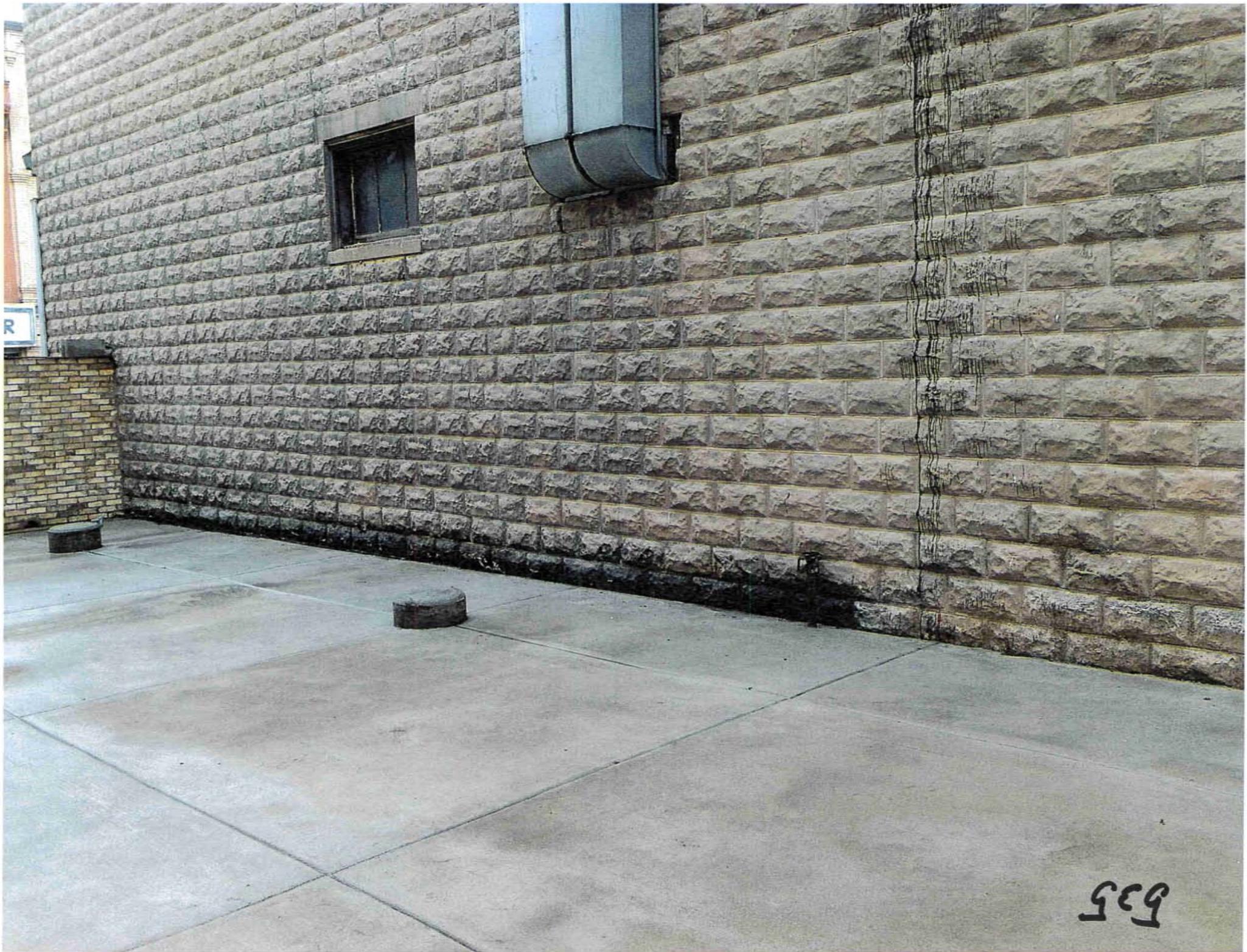
1. Fire damage left the side of the building full of tar drips and soot stains
2. We are proposing to cover the cost in full to repaint the **entire** side of the building using the same base color which will clean it up dramatically as evidenced in the photos below
3. Color: (from the historic collection: Porcelain)







535



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SHOES AND REPAIRS

525



959



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: 7B	Date: May 23, 2019
Submitted By: Gregory Guidry, Building Inspector	Subject: Sign Permit for 413 N. Pine Street

Details:

Wendy Lynch, applicant, is requesting approval of a Sign Permit located at 413 N. Pine Street. The proposed project consists of:

- The installation of a sign attached to the street-facing brick entry gate. The proposed sign for the Urb Garden will be mounted on the right brick column on the side of the entry gate to the lot, identifying the space as “THE URB GARDEN”. The proposed sign will measure 14 inches by 14 inches and the letters are 3 inches in height, which meet the ordinance. The sign will be made of black powder coated steel that is mounted to the brick column, and will match the black wrought iron entrance gates that fill the space between the two new brick columns. The applicant has included two design options for this sign – both are compliant with City codes. This sign will be illuminated in the planters along the new brick wall. The applicant is requested to provide additional information regarding signage lighting to confirm compliance.

Graef, City Planner, whose memorandum is attached, recommends a conditional approval of this request, subject to conditions listed in the May 16, 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 Sign Permit at the May 23, 2019 Historic Preservation Commission meeting.



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MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF

DATE: May 16, 2019

SUBJECT: Review of Certificate of Appropriateness and Signage Permit Application
for 413 N. Pine Street (The Urb Garden) and 401-409 N. Pine Street (Flippy's).

A. PURPOSE

Consider for approval a Certificate of Appropriateness and Signage Permit application from Wendy Lynch for two projects:

1. To install a sign attached to the street-facing brick entry gate to 413 N. Pine Street (The Urb Garden – The Urban Garden and the Mercantile Hall owned by Win Properties LLC); and
2. To paint the northwest exterior wall of 401-409 N. Pine Street (Flippy's, owned by Luanne Clark) in order to cover tar and existing paint. This wall faces into The Urb Garden.

B. RECOMMENDATION

Based upon the review of submitted materials for 413 N. Pine Street, GRAEF recommends that the Historic Preservation Commission recommend to the Common Council the **CONDITIONAL APPROVAL** of the following:

- a) Certificate of Appropriateness and Signage Permit application from Wendy Lynch for 413 N. Pine Street (owned by Win Properties LLC), Burlington, WI 5310 to install a sign attached to the street-facing brick entry gate to 413 N. Pine Street (The Urb Garden), subject to the following conditions:
 - i. The applicant provides additional information on the signage lighting. Notes in the table below – see B. (D) and Article VII. §315-70. Signs lighting and illumination; electronic signs. (E).

Based upon the review of submitted materials for 401 N. Pine Street, GRAEF recommends that the Historic Preservation Commission postpone action on the following request, enabling the following to occur before taking action:

- b) Certificate of Appropriateness from Wendy Lynch for 401-409 N. Pine Street (Flippy's, owned by Luanne Clark) to paint the northwest exterior wall in order to cover tar and existing paint. It is recommended that the following options be considered with the applicant to determine the most appropriate next steps for the future treatment of this exterior wall that faces into The Urb Garden.
 - i. The applicant hires a mason that is knowledgeable of and qualified to perform masonry cleaning, who may advise on the options for the northwest exterior wall of 401-409 N. Pine Street (Flippy's) and whether they may be able to professionally clean the rusticated concrete block.
 - ii. A specific plan, following the further investigation of the potential options for the wall, for removal of the nonconforming painted on the wall, in addition to the tar drips and soot stains. These options may include power washing or chemical treatments made specifically for stains and the substrate. If cleaning is ruled out by this mason professional, it is requested that this be formally documented, and that an appropriate alternative plan be presented. If the recommendation is painted, a painting plan that includes the cleaning, sealing and priming process as appropriate shall be detailed and shared.

C. TYPE & CHARACTER OF RENOVATIONS

Wendy Lynch of the Mercantile Hall has submitted a Certificate of Appropriateness and Signage Permit Application for The Urban Garden, to install a sign attached to the street-facing brick entry gate to 413 N. Pine Street (The Urb Garden – The Urban Garden and the Mercantile Hall owned by Win Properties LLC); and to paint the northwest exterior wall of 401-409 N. Pine Street (Flippy's, owned by Luanne Clark) in order to cover tar and existing paint. This wall faces into The Urb Garden.

The proposed sign for The Urb Garden will be mounted on the right brick column on the side of the entry gate to the lot, identifying the space as "THE URB GARDEN." The proposed sign will measure 14 inches by 14 inches. The letters will be 3 inches in height. The sign will be made of black powder coated steel that is mounted to the brick column, and will match the black wrought iron entrance gates that fill the space between the two new brick columns. This sign will be illuminated from ground lights in the planters along the new brick wall. The applicant has included two design options for this sign – both are compliant with City codes.

The northwest wall of 401-409 N. Pine Street (Flippy's) is currently in a condition that requires some maintenance due to the fire damage from the former building on 413 N. Pine Street (now the open space known as The Urb Garden). This wall faces directly into the new Urb Garden space. The applicant is working to renovate this space to be used as an outdoor space connected to the Mercantile Hall for weddings and other events. Given this use, the applicant would like to improve the appearance of this exterior wall, on behalf of the owner of 401-409 N. Pine Street (Flippy's, owned by Luanne Clark).

This building, known as the Petrie Block, was built in 1908, out of rusticated concrete block on all four façades of the structure. The northwest exterior wall currently has tar drips, soot stains, in addition to some existing paint outlining the former building on the site. This paint is light yellow and pink in color. Other than this paint on the northwest side exterior wall of 401-409 N. Pine Street (Flippy's), the rusticated concrete block on all other sides of this structure are not painted, as is typically the case for this material.

D. REVIEW OF PROPOSED REHABILITATION IN ACCORDANCE WITH THE CITY OF BURLINGTON'S HISTORIC PRESERVATION ORDINANCES & GUIDELINES

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Required Application Materials		
Certificate of Appropriateness	Complete	
Sign Permit Application	Complete	
§ 315-42. HPO Historic Preservation Overlay District.		
(2) Limitation on structural appearance changes.	Pending – additional information needed to take action	<p><i>Per code: No alterations shall be permitted that would tend to destroy or seriously impair the particular character and quality of the HPO Historic Preservation Overlay District. No change or alteration (including painting) of an historic structure, historic site, or historic district shall be permitted which destroys, seriously impairs, or significantly alters its character in terms of its historical or architectural interest.</i></p> <p>Given that the request to paint the wall would alter the overall character of the structure in terms of historical or architectural interest, it is recommended that cleaning the rusticated concrete block be explored further to maintain the integrity of the overall structure of 401-409 N. Pine Street.</p>
Article VII. §315-74. Signs in HPO Historic Preservation Overlay District		
A. Signs prohibited in the HPO Historic Preservation Overlay District.	N/A	

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
B. (1) Placement of wall, fascia (including transoms), and awning signs.	Met	<p><i>All wall, fascia, and awning signs shall be placed below the upper edge of the traditional building sign band.</i></p> <p>The proposed wall sign is proposed on a brick column of the new brick wall that maintains the street wall for 413 N. Pine Street. There is no sign band, however the placement is appropriate.</p>
(2) Maximum signage area.	Met	<p><i>The total cumulative signage area shall not exceed 15% of the total area of that portion of the first-floor street-facing façade below the signage band.</i></p> <p>The proposed dimensions for the sign (14x14 inches) do not exceed the 15% maximum of the total area.</p>
(3) Maximum signage lettering (for wall or fascia signs).	Met	<p><i>The maximum size of letters on a wall or fascia sign shall be no greater than 12 inches in height and cover no more than 60% of the sign board upon which the letters are placed.</i></p> <p>The letters in THE URB GARDEN sign are proposed to be 3 inches in height. Given that the site has no structure, and therefore no sign board, this requirement of not covering more than 60% of the sign board is not relevant.</p>
(4) Maximum number of wall, fascia (including transoms), and awning signs.	Met	<p><i>The maximum is three signs.</i> The applicant is proposing one sign (not including the address number, however that is not included as a sign in the HPO District).</p>
(5) Wall and fascia (including transoms) sign placement not to visually obscure architectural details.		<p>No proposed signage will obscure architectural details at 413 N. Pine Street.</p>
C. Projecting and hanging signs.	N/A	
D. Illumination of signs.	Pending	<p>Applicant proposes external illumination from below. Additional information needed.</p> <p>See below in regards to compliance with §315-70 "Sign lighting and illumination; electronic signs," which is required in this section of the code.</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
E. Limitations on types of window signs (including transom windows).	N/A	
F. Signage color.	<i>Pending</i>	<p>The color of the proposed powder coated steel sign will be black.</p> <p>The Applicant plans to bring their historical paint chips to confirm their compliance.</p>
Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines		
Standards for Signs (p. 15)	Met	<p>Current guidelines outline standards for size) no larger than 12 inches in height), number of signs (no more than three), and placement of signs (flush mounted on the building). The proposed sign is compliant with the guidelines.</p>
<p>Maintenance and repair (p. 10-11) Masonry, Water Cleaning, Pressurized Water Cleaning, Chemical Cleaning, Sandblast Cleaning, and Tuckpointing</p>	<i>Pending</i>	<p>The guidelines outline that it should not be assumed that all masonry needs to be cleaned. Minor staining or discoloration adds character to the structure and should remain as an acceptable condition. If the masonry is deemed unacceptable, several cleaning methods may be used. Because of the wide variety of unforeseeable factors in masonry cleaning, a test patch of the chosen method in an inconspicuous area of the building should always be required.</p> <p>Per the guidelines, the cleaning of the wall with a mason should be further explored. Water cleaning is the simplest method; however, care must be taken to avoid water damage. A reputable mason will know the parameters for appropriate pressurized cleaning if necessary. Sandblasting is not recommended. A reputable mason will know of cleaning products, such as the PROSOCO line, that may be appropriate for the cleaning of the rusticated concrete block.</p>
Secretary of Interior’s “Standards for Rehabilitation” (p. 19)	<i>Pending</i>	<p>Compliance will be determined as a result of the decision made regarding the exterior wall cleaning or painting once more information is obtained.</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Article VII. §315-70. Signs lighting and illumination; electronic signs.		
<p>E. Shielded spotlight.</p>	<p><i>Pending</i></p>	<p>The code outlines that the sign is lighted by spotlights specifically directed at it. The spotlights are fully shielded so that they are not visible from streets or adjoining property. Any spotlights permitted to illuminate signs shall be shielded such that their light source cannot be seen from adjoining roads.</p> <p>The Applicant is requested to bring additional information in regards to the proposed ground lights in the planter to confirm compliance.</p>



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 4th 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) 425 N. Pine St. Burlington	Applicant Name(s): Wendy + Andrew Lynch
Property Owner Name: Wendy + Andrew Lynch (tenant) Shad Baker (owner)	Applicant Mailing Address: 132 Duane St. Burlington, WI 53105
Property Owner Telephone Number: 262 806 2629	Applicant Telephone Number: 262 806 2629
Property Owner E-mail:	Applicant E-mail: wendy@mercantilehall.com
Sign Contractor Fast Signs	Sign Contractor Mailing Address

1. Signs Prohibited in the HPO District.

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

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

Applicable to proposed sign permit application? Yes No

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

Applicable to proposed sign permit application? Yes No

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Projecting and Hanging Signs.

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

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

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

N/A
(FLUSH;
ATTACHED
TO
WALL)

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

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 N/A

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

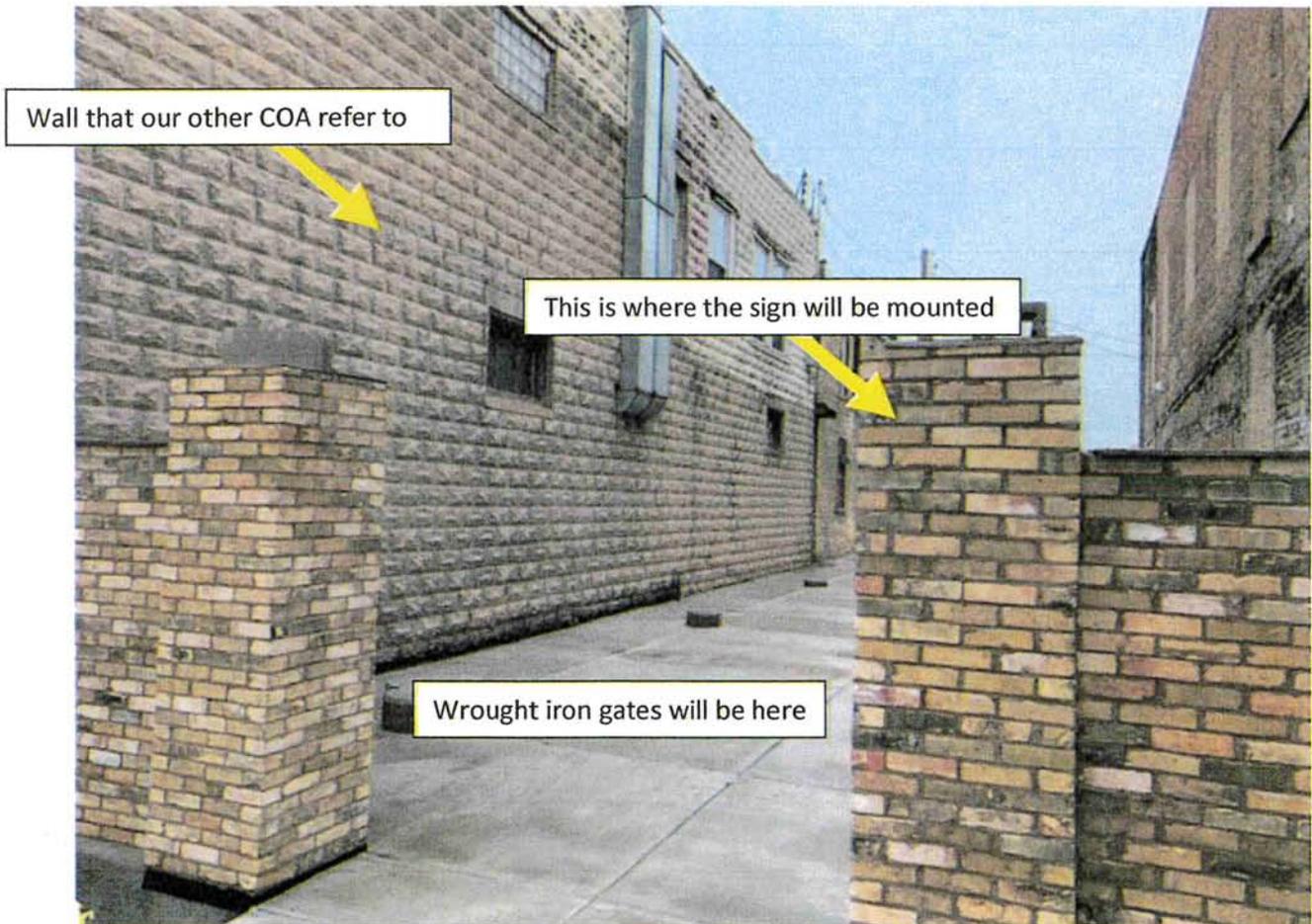
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COA FOR THE URB GARDEN SIGNAGE

Specifics:

- Column on which the sign will be placed is 24" wide
- Sign will be 14" x 14"
- Letters are 3" x 3"
- Sign will be black steel (to match black wrought iron entrance gates that fill the space between the 2 brick columns)

Photo of where the sign will go is below:



Signs illuminated from ground lights in planter

THE
URB
GAR
DEN

12

eleven

flametree close





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: 7C	Date: May 23, 2019
Submitted By: Gregory Guidry, Building Inspector	Subject: Sign Permit for 549 N. Pine Street

Details:

Daniel Wilburth of The Rustic Barrel is requesting approval of a Sign Permit located at 549 N. Pine Street. The proposed project consists of:

- The installation of new signage. The new signage includes a front window sign, a door sign, and a projecting hanging sign for The Rustic Barrel:
 1. Front center window decal signage – cut vinyl applied to the window, indicating the business name and services. The total size of the decal will be 24 inches by 36 inches. This includes a border, ornamentation, a barrel, and lettering. The front window measures 8.5 feet wide by 5.5 feet tall. The measurements meet the ordinance.
 2. Front entrance door decal signage – cut vinyl applied to the window indicating the business name and services. The total size of the decal will be 12 inches by 12 inches. The measurement meets the ordinance.
 3. A projecting hanging sign – to be installed above the sign board of the building. The overall size of the sign will be 24 inches by 26 inches. The portion of the sign with lettering will measure 5.5 inches by 36 inches. A barrel will hang beneath the lettering, and measures 15 inches tall, 22 inches wide, and 14 inches wide. The projecting sign “The Rustic Barrel” words are an approved color – “Windham Cream”, approved at the October 25, 2018 HPC meeting.

The window signs are a logo, however, the applicant tried to match the yellow/gold color to a historic color.

Graef’s, City Planner, whose memorandum is attached, recommends a conditional approval of this request, subject to conditions listed in the May 16, 2019 memorandum to the Commission.

Financial Remarks:

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

Executive Action:

This item is for consideration to approve the Sign Permit at the May 23, 2019 Historic Preservation Commission meeting.



collaborāte / formulāte / innovāte

MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF

DATE: May 16, 2019

SUBJECT: Review of Certificate of Appropriateness and Signage Permit Application
for 549 N. Pine Street.

A. PURPOSE

Consider for approval a Certificate of Appropriateness and Signage Permit application from Daniel Wilburth for 549 N. Pine Street (owned by Daniel Wilburth and Chantelle Archambeau), Burlington, WI 53105 to install a front window sign, a door sign, and a projecting hanging sign for The Rustic Barrel.

B. RECOMMENDATION

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

- a) Certificate of Appropriateness and Signage Permit application from Daniel Wilburth for 549 N. Pine Street (owned by Daniel Wilburth and Chantelle Archambeau), Burlington, WI 53105 to install a front window sign, a door sign, and a projecting hanging sign for The Rustic Barrel.

C. TYPE & CHARACTER OF RENOVATIONS

Daniel Wilburth has submitted a Signage Permit Application on behalf of The Rustic Barrel to install a sign in the center front window, a sign in the front entrance door (right side of structure), and a projecting hanging sign above the sign band.

The three signs are as follows:

1. Front center window decal signage – cut vinyl applied to the window, indicating the business name and services. The total size of the decal will be 24 inches by 36 inches. This includes a border, ornamentation, a barrel, and lettering. The front window measures 8.5 feet wide by 5.5 feet tall.
2. Front entrance door decal signage – cut vinyl applied to the window indicating the business name and services. The total size of the decal will be 12 inches by 12 inches.
3. A projecting hanging sign – to be installed above the sign board of the building. The overall size of the sign will be 24 inches by 26 inches. The portion of the sign with lettering will measure 5.5

inches by 36 inches. A barrel will hang beneath the lettering, and measures 15 inches tall, 22 inches wide, and 14 inches wide.

D. REVIEW OF PROPOSED REHABILITATION IN ACCORDANCE WITH THE CITY OF BURLINGTON'S HISTORIC PRESERVATION ORDINANCES & GUIDELINES

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Required Application Materials		
Certificate of Appropriateness	Complete	
Sign Permit Application	Complete	
Article VII. §315-74. Signs in HPO Historic Preservation Overlay District		
A. Signs prohibited in the HPO Historic Preservation Overlay District.	N/A	
B. Wall, fascia (including transoms), and awning signs.	N/A	
C. Projecting and hanging signs.		
(1) Minimum and maximum height of projecting and hanging signs.	Met	<p><i>All projecting or hanging signs in the HPO District shall be elevated a minimum of eight feet.</i></p> <p>Although the applicant has not indicated how high they plan to install the sign, it will clearly be higher than 8 feet.</p> <p><i>Projecting or hanging signs may be placed above the sign band; however, no projecting or hanging sign shall extend above the top edge of the largest secondary window.</i></p> <p>The applicant has indicated that the sign will be installed above the sign band and below the top edge of the windows on the building's second story.</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
(2) Limitation of the extension of projecting and hanging signs.	Met	<p><i>Projecting and hanging signs in the HPO District shall not project more than five feet from the surface of its supporting building.</i></p> <p>The applicant has confirmed that the hanging projecting sign that is 36 inches wide will not project beyond this width.</p>
(3) Placement of projecting and hanging signs.	Met	<p><i>All projecting and hanging signs in the HPO District shall be placed perpendicular to the building façade and not flush with the building façade.</i></p> <p>Applicant proposes to place the proposed sign perpendicular to the building façade.</p>
(4) Maximum area of projecting and hanging sign.	Met	<p><i>The maximum cumulative permitted area allowed for all projecting or hanging signs on a structure in the HPO District shall not exceed 7% of the upper building façade area.</i></p> <p>The dimensions of the upper building façade are 22 feet wide by 24 feet high. The 2 x 3 foot sign does not exceed the 7% (the sign is approximately ~1% of the upper building façade area).</p>
(5) Limitation of the number of projecting and hanging signs.	Met	<p>One sign per business is allowed – one sign is proposed.</p>
D. Illumination of signs.	N/A	<p>Applicant proposes no lighting.</p>
E. Limitations on types of window signs (including transom windows).	Not Met	<p>Current code outlines that window signs shall be gilded, painted, etched glass, or leaded glass letters on the inside or outside of the storefront windows.</p> <p>The applicant proposes outdoor vinyl letters. These letters are commonly used given their accessibility and ease of maintenance for contemporary window signs.</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
F. Signage color.	Met	<p>The hanging sign "The Rustic Barrel" words are an approved color – "Windham Cream," approved at the 10/25/18 HPC meeting.</p> <p>The window signs are a logo, however the applicants tried to match the yellow/gold color to a historic color.</p>
Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines		
Standards for Signs (p. 15)	Met	Current guidelines outline standards for size) no larger than 12 inches in height), number of signs (no more than three), and placement of signs (flush mounted on the building).
Secretary of Interior's "Standards for Rehabilitation" (p. 19)	Met	



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 4th 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)	Applicant Name(s):
549 N Pine St	Daniel Wilburth
Property Owner Name:	Applicant Mailing Address:
Daniel WILBURTH Chantelle Archambeau	8050 Monroe St. Burlington
Property Owner Telephone Number:	Applicant Telephone Number:
1-414-303-6816	SAME
Property Owner E-mail:	Applicant E-mail:
DANWILBURTH@AOL.COM	SAME
Sign Contractor	Sign Contractor Mailing Address
Self	

1. Signs Prohibited in the HPO District.

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

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

Applicable to proposed sign permit application? ___ Yes No

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

Applicable to proposed sign permit application? ___ Yes No

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Projecting and Hanging Signs.

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

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

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

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

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

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

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

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

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

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

4. Illumination of Signs.

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

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

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

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

5. Limitation of Types of Window Signs.

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

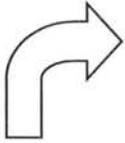
Applicable to proposed sign permit application? Yes No
Conform to Types of Signage Requirement? Yes No

6. Signage Color.

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

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

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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** ~~✗~~ Front window 8.5ft x 5.5ft door 6.5^{ft} x 3^{ft}
3. The material composition of the sign and its various elements. wood + metal
 Yes **No** vinyl for window sign
4. The color(s) of the sign(s) proposed.
 Yes **No** pictures
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

Daniel Wilburth 4/29/19
 Print Signature Date

Applicant

Daniel Wilburth 4/29/19
 Print Signature Date



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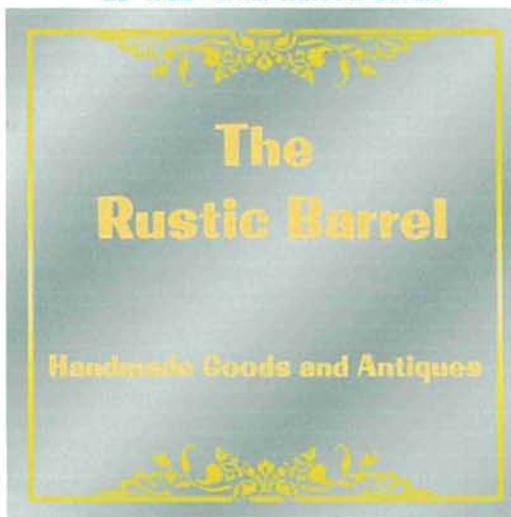
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12" x 12" Clear window decals

DOOR



Name

Details

Product: 12" x 12" Clear window decals

Created: 4/28/2019

Identification #: CX8XH-95A08-4V7

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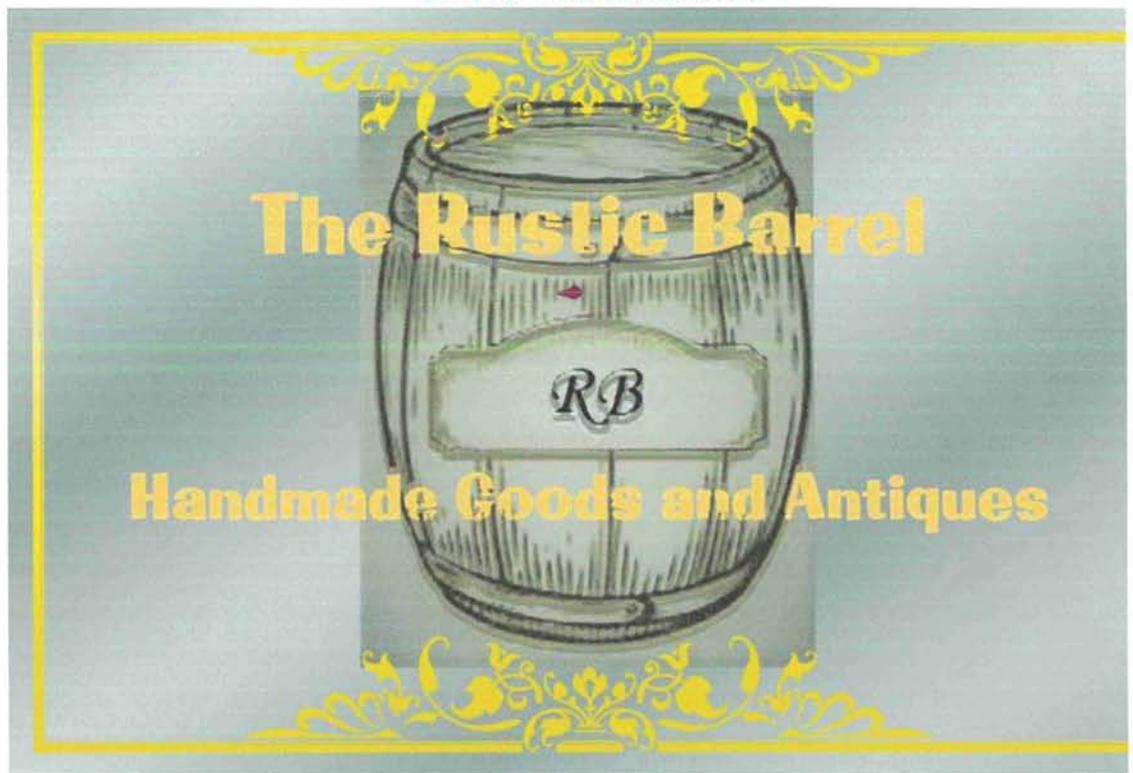
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24" x 36" Clear window decals

Window



Name

copy

Details

Product: 24" x 36" Clear window decals

Created: 4/28/2019

Identification #: J8ZWH-95A16-5F6

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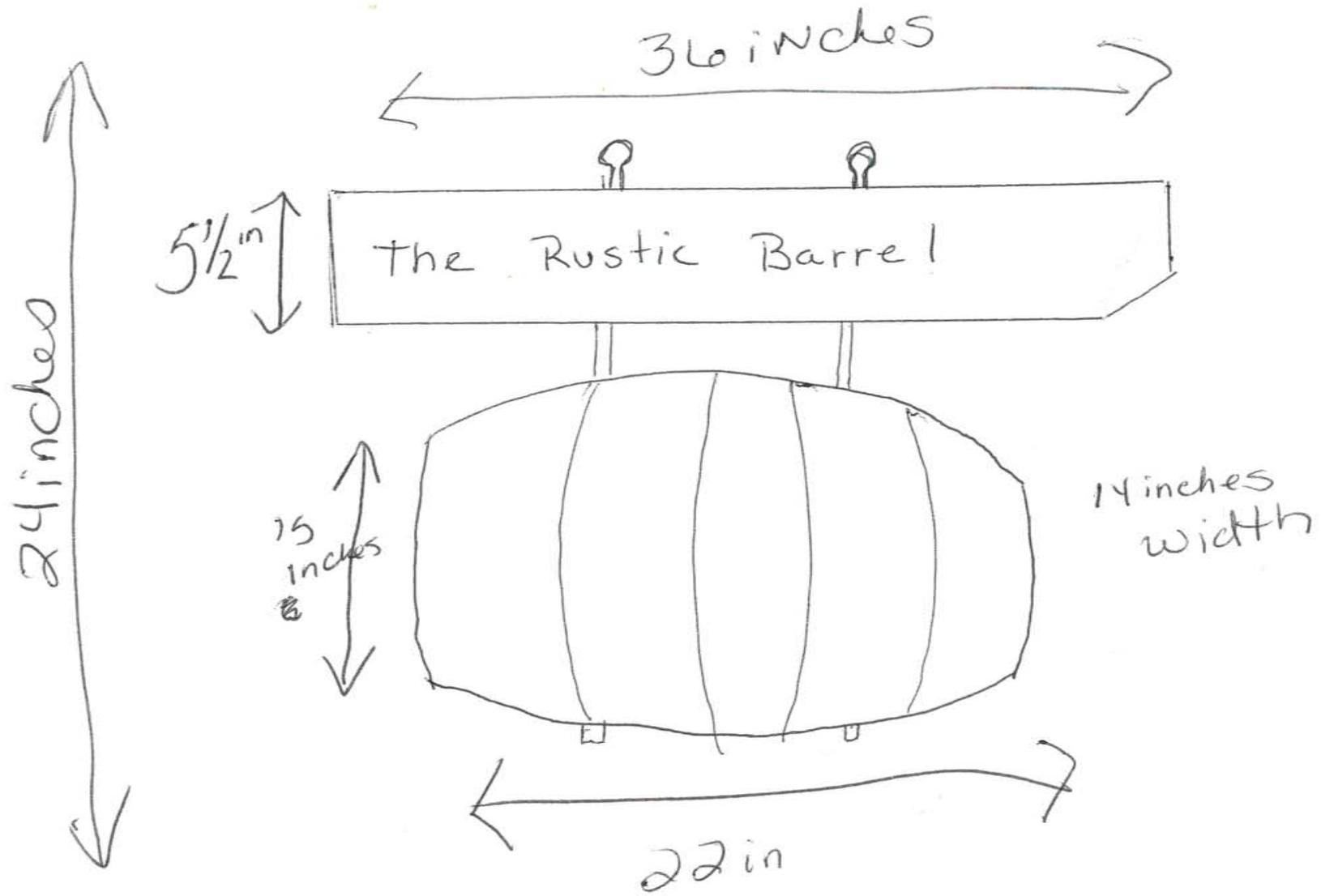
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THE RUSTIC BARREL



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Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
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www.burlington-wi.gov

Historic Preservation Commission Item: 7D (1 & 2)	Date: May 23, 2019
Submitted By: Gregory Guidry, Building Inspector	Subject: Certificate of Appropriateness & Sign Permit for 160 E. Chestnut Street

Details:

Michael Kessler of Kessler’s Clock is requesting approval of a Certificate of Appropriateness and Sign Permit located at 160 E. Chestnut Street. The proposed project consists of:

- The installation of new signage. The new signage includes a window sign, a door sign, and a façade wall sign:
 1. Left front window decal signage – cut vinyl applied to the outside of the window, indicating the business name and services. The letter “K” in Kessler’s is 12 inches tall and “Quality Clock Repair & Sales” will be approximately 1.5 inches tall. The measurements meet the ordinance.
 2. Front entrance door decal signage – cut vinyl applied to the outside of the window, indicating hours of operation. The window on the door is 20.75 inches wide x 34.5 inches tall. The “K” in Kessler’s is approximately 6.5 inches tall with all other letters just over 0.8 inches. The measurements meet the ordinance.
 3. A 35” diameter clock face – to be installed within the sign board/lower level simulated fascia of the building. The clock will be constructed of 0.5 inch MDO board with vinyl outdoor graphics mounted to it, which meet the ordinance.

Graef, City Planner, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the May 16, 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 and Sign Permit at the May 23, 2019 Historic Preservation Commission meeting.



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MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF

DATE: May 16, 2019

SUBJECT: Review of Certificate of Appropriateness and Signage Permit Application
for 160 E. Chestnut Street.

A. PURPOSE

Consider for approval a Certificate of Appropriateness and Signage Permit application from Michael E. Kessler for 160 E. Chestnut Street (property owned by Dale Bruesewitz), Burlington, WI 53105 to install a front window sign, a door sign, and a façade wall sign for Kessler's Clocks.

B. RECOMMENDATION

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

- a) Certificate of Appropriateness and Signage Permit application from Michael E. Kessler for 160 E. Chestnut Street (property owned by Dale Bruesewitz), Burlington, WI 53105 to install a front window sign, a door sign, and a façade wall sign for Kessler's Clocks.

C. TYPE & CHARACTER OF RENOVATIONS

Michael E. Kessler of Kessler's Clocks submitted a Signage Permit Application to install a sign in the left front window, a sign in the front entrance door, and a front façade sign.

The three signs are described as follows:

1. Left front window decal signage – cut vinyl applied to the outside of the window, indicating the business name and services. The letter "K" in Kessler's is 12 inches tall and "Quality Clock Repair & Sales" will be approximately 1.5 inches tall.
2. Front entrance door decal signage – cut vinyl applied to the outside of the window, indicating hours of operation. The window on the door is 20.75 inches wide x 34.5 inches tall. The "K" in Kessler's is approximately 6.5 inches tall with all other letters just over 0.8 inches.

3. A 35" diameter clock face – to be installed within the sign board / lower level simulated fascia of the building. The clock will be constructed of 0.5 inch MDO board with vinyl outdoor graphics mounted to it.

D. REVIEW OF PROPOSED REHABILITATION IN ACCORDANCE WITH THE CITY OF BURLINGTON'S HISTORIC PRESERVATION ORDINANCES & GUIDELINES

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Required Application Materials		
Certificate of Appropriateness	Complete	
Sign Permit Application	Complete	
Article VII. §315-74. Signs in HPO Historic Preservation Overlay District		
A. Signs prohibited in the HPO Historic Preservation Overlay District.	N/A	
B. (1) Placement of wall, fascia (including transoms), and awning signs.	Met	All wall, fascia, and awning signs shall be placed below the upper edge of the traditional building sign band. The proposed wall signage is proposed beneath the building sign band.
(2) Maximum signage area.	Met	The total cumulative signage area (not including the proposed window decal signs – per the current code lettering is not counted towards this maximum cumulative signage area) shall not exceed 15% of the total area of that portion of the first-floor street-facing façade below the signage band. The proposed dimensions for the sign (clock face) is a 35-inch diameter. This proposed clock face does not exceed the 15% maximum and is therefore compliant.
(3) Maximum signage lettering (for wall or fascia signs).	Met	The proposed clock will not include letters or numbers that exceed 12 inches in height and will not cover more than 60% of the sign board.

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
(4) Maximum number of wall, fascia (including transoms), and awning signs.	Met	The maximum is three signs. The applicant has proposed one sign on the wall of the structure.
(5) Wall and fascia (including transoms) sign placement not to visually obscure architectural details.	Met	No proposed signage will obscure architectural details of 160 E. Chestnut Street.
C. Projecting and hanging signs.	N/A	
D. Illumination of signs.	N/A	Applicant proposes no lighting.
E. Limitations on types of window signs (including transom windows).	Not Met	Current code outlines that window signs shall be gilded, painted, etched glass, or leaded glass letters on the inside or outside of the storefront windows. The applicant proposes outdoor vinyl letters. These letters are commonly used given their accessibility and ease of maintenance for contemporary window signs.
F. Signage color.	Met	The applicant and signage company have indicated the historic colors from Benjamin Moore that that will be using for their signage.
Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines		
Standards for Signs (p. 15)	Met	Current guidelines outline standards for size) no larger than 12 inches in height), number of signs (no more than three), and placement of signs (flush mounted on the building).
Secretary of Interior's "Standards for Rehabilitation" (p. 19)	Met	



Application for the Certificate of Appropriateness

Per section § 315-42 of the HPO Historic Preservation Overlay District zoning ordinance, the following application must be completed when alterations in the architectural appearance of any structure within the HPO district is proposed.

Please provide the following:

1. Architectural plans, elevations, photographs, color samples and/or perspective drawings and sketches illustrating the design and character of all proposed alterations (except painting, see below) must be submitted. Said elevations and drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air-conditioning equipment. These drawings are to be completed to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the Applicant for redrafting.

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

2. Project Address: 160 E Chestnut, Burlington, WI
3. Applicant Name: Michael E Kessler
4. Owner Name: Dale Bruesewitz
5. Name of Tenant: Michael E Kessler
6. Name of Business: Kessler's Clock Co
7. What is (are) the existing use(s) of the building? retail, apartments
8. Telephone Number: 262-716-6029
9. E-Mail Address: Kesslersclocks@rocketmail.com
10. Applicant Mailing Address: 8435 McHenry St, Burlington, WI 53105
11. Does the applicant own the project building? Yes No
12. If no, please list owner's name and address: Dale Bruesewitz
13. Architect or engineer's name and address: _____
14. Date of submittal of plans: 4-30-19
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: 20' wide
17. Height of building: 27'
18. Exterior material samples to be provided: _____

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

19. Proposed Start Date: ASAP
20. Proposed Completion Date: _____



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 4th 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) 160 E Chestnut	Applicant Name(s): Michael E Kessler
Property Owner Name: Dale Bruesewitz	Applicant Mailing Address: 8435 McHenry St Burlington, WI 53105
Property Owner Telephone Number: 262-208-4702	Applicant Telephone Number: 262-716-6029
Property Owner E-mail:	Applicant E-mail: kesslersclocks@rocketmail.com
Sign Contractor Kyle Tuska 262-763-3000	Sign Contractor Mailing Address 1201 Milwaukee Ave, Suite A Burlington

1. Signs Prohibited in the HPO District.

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

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

Applicable to proposed sign permit application? Yes No

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

Applicable to proposed sign permit application? Yes No

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

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

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

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

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

If yes, indicate the total façade area (in square feet) of the first floor street-facing façade: 700 sq 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.

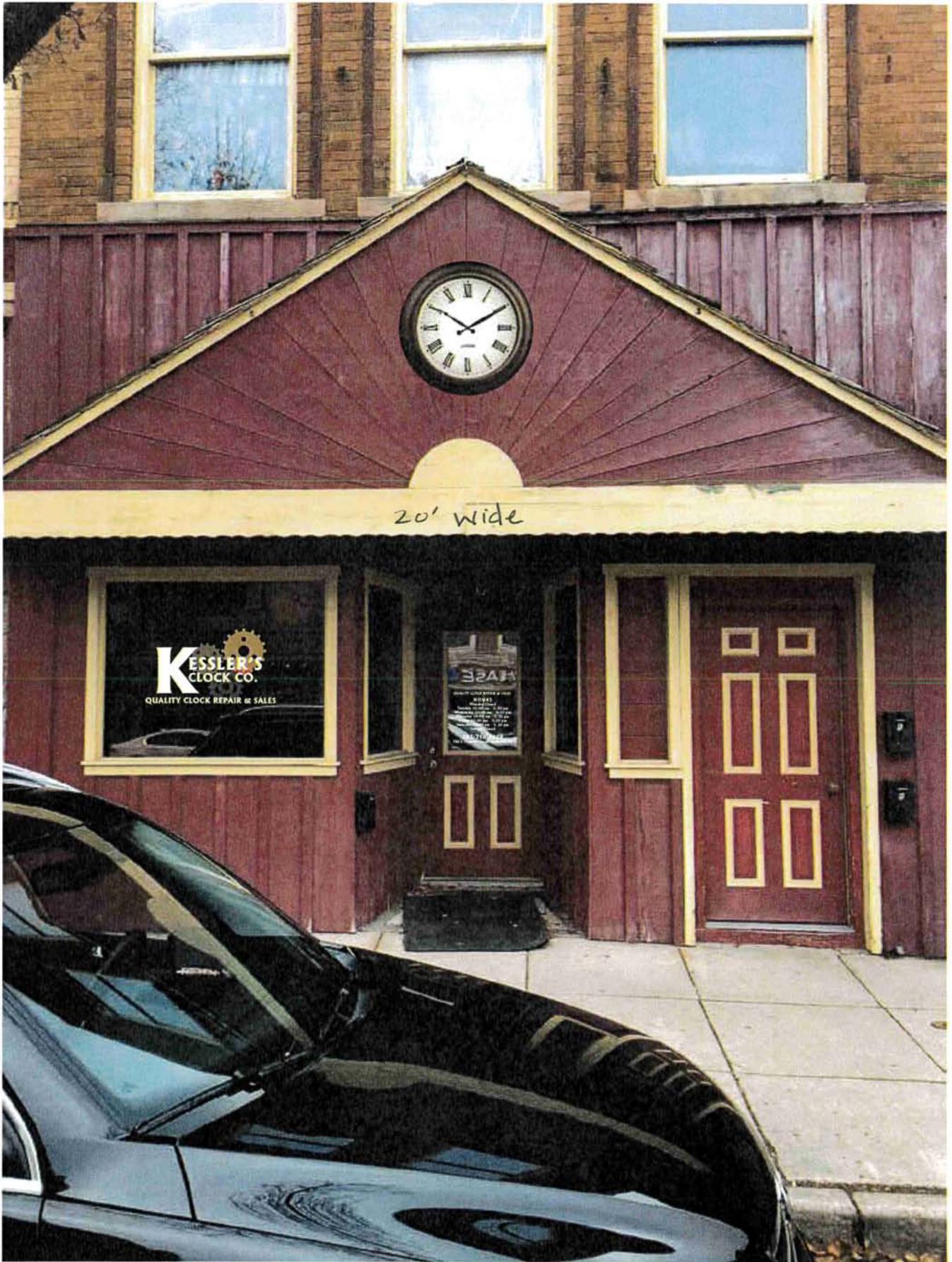
Applicable to proposed sign permit application? Yes No
Conform to Types of Signage Requirement? Yes No

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

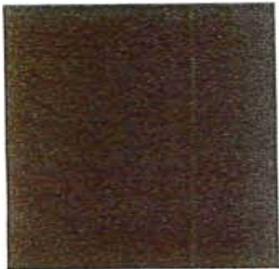
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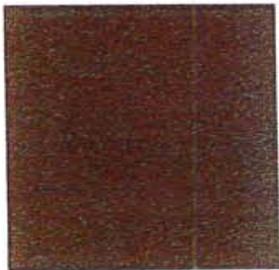
KESLER'S
CLOCK CO.
QUALITY CLOCK REPAIR & SALES

20' wide

PHASE
REPAIR
RESTORE
INSTALL
SERVICE



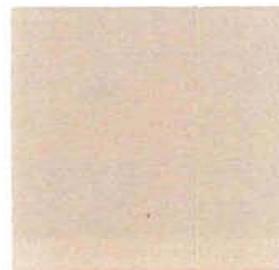
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marrón de puerto townsend



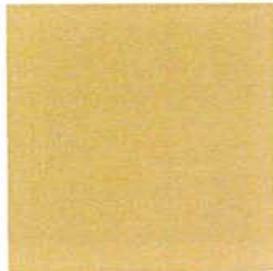
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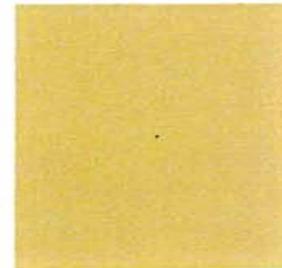
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georgetown pink beige HC-56
beige rosado de georgetown



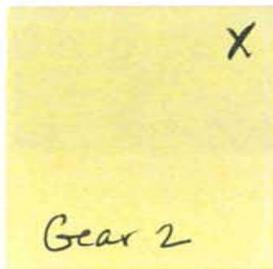
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oro de dorset



marblehead gold HC-11
oro de marblehead



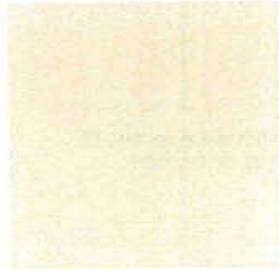
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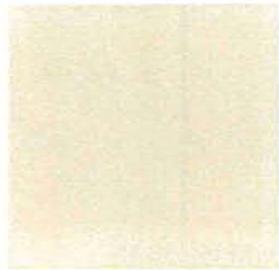
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amarillo de hawthorne



windham cream HC-6
crema de windham



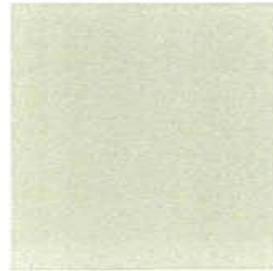
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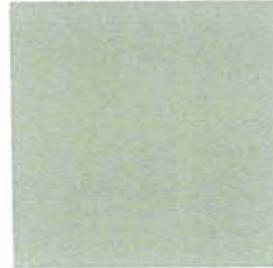
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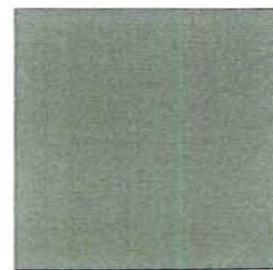
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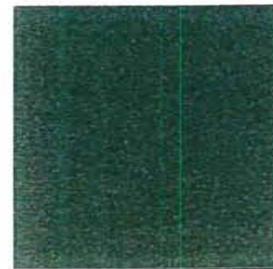
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verde de guilford



sherwood green HC-118
verde de sherwood



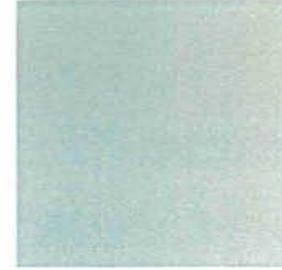
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verde de avon



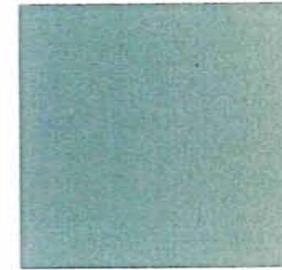
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palladian blue HC-144
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covington blue HC-138
azul de covington



waterbury green HC-136
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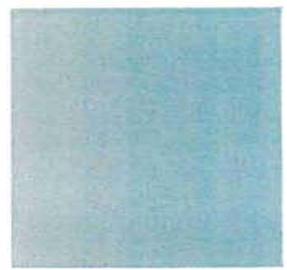
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yarmouth blue HC-150
azul de yarmouth



buxton blue HC-149
azul de buxton



whipple blue HC-152
azul de whipple



newburyport blue HC-155
azul de newburyport



CITY OF BURLINGTON

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

Historic Preservation Commission Item: 8A	Date: May 23, 2019
Submitted By: Megan Watkins, Assistant City Administrator/Zoning Administrator	Subject: Façade Grant Funding

Details

Attached please find the Façade Grant Funding report for Round 9 dated May 14, 2019 which has been funded with \$10,000. Round 8 dated May 14, 2019 with a balance of \$15,154.81. Round 7 has an actual balance of \$0.00 remaining, with one project waiting for a HPC response team verification.

Executive Action:

This item is for discussion only at the May 23, 2019 Historic Preservation Commission meeting.

Burlington HPC - Façade Grant Funding, Round #8 - \$50,000

Applicant Name/Company	Property Address	Total Improvement Amount Proposed	Grant Amount Approved for Funding	Notes	Approved Date	Expiration Date	Funded	Amount Funded	Date Paid
LuAnne Clark	401 N. Pine Street (south side)	\$4,793.00	\$2,396.50	**	12/28/2017	12/28/2018	Yes	\$ 319.04	1/29/2018
Itzin's Shoes & Repair	420, 428, & 436 N. Pine St.	\$14,000.00	\$7,000.00		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	Council approved 6 months	1/29/2019	8/31/2019	Pending	Pending	Pending
Brian Torgerson	164 E. Washington St. (side)	\$9,241.51	\$4,620.76	Council approved 6 months	1/29/2019	8/31/2019	Pending	Pending	Pending
Brian Torgerson	164 E. Washington St. (rear)	\$9,400.00	\$4,700.00	Council approved 6 months	1/29/2019	8/31/2019	Pending	Pending	Pending
Teacher Place	533 Milwaukee Ave.	\$16,061.00	\$5,000.00		Pending	Pending	Pending	Pending	Pending
Teacher Place	541 Milwaukee Ave.	\$11,182.00	\$5,000.00		Pending	Pending	Pending	Pending	Pending

Obligated Funds:	\$	50,000.00
Total Distributed to Date		\$10,524.43
Pending		\$24,320.76
Actual Balance Remaining:		
\$50,000 Less Total Disbursed and Pending =	\$	15,154.81

Updated: 5/14/2019

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

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: 5/14/2019

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