



**Administration Department**

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

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

**AGENDA**

**HISTORIC PRESERVATION COMMISSION**

**THURSDAY, AUGUST 22, 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  
Bernard Petersen, Commissioner

1. Call to order
2. Roll Call
3. Citizen Comments
4. Approval of minutes of July 25, 2019
5. Letters and Communications: None
6. Old Business: None
7. New Business:
  - A. To consider approving a Certificate of Appropriateness application from Kessler Clock Shop for property located at 160 E. Chestnut Street to repaint the front façade.
8. Discussion items:
  - A. Review of Façade Grant Funding Status.
9. Adjournment.

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

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



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
THURSDAY, JULY 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 Bernard Petersen were present. Commissioners Steve Wagner and Kevin O'Brien were excused. Assistant City Administrator/Zoning Administrator Megan Watkins and City Planner, Tanya Fonseca were also present.

**CITIZEN COMMENTS**

None

**APPROVAL OF MINUTES**

Commissioner Morrison moved, and Commissioner Capra seconded to approve the minutes of June 27, 2019.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. To consider approving a Certificate of Appropriateness (COA) and Sign Permit applications from Jonathan Thorngate for property located at 473 Milwaukee Avenue to improve the façade, outdoor space, and install a wall sign.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Tanya Fonseca, Graef explained this structure is built to be a little more on the Contemporary side, but the commissioners can be lenient since it is a non-contributing structure. The original style is not required like other contributing buildings.
- Jonathan Thorngate, LifeBridge Church representative, stated the goal is to raise the height of the building to block the apartment in the back, the roof will look like an awning structure, and a recessed panel look.
- Chairman Eisenhardt asked if the windows and frames are identical to LifeBridge Church. Mr. Thorngate answered yes, everything including the lighting will match the church as close as possible. Commissioner Capra questioned if Mr. Thorngate is trying to match the paint color to compliment the church. Mr. Thorngate replied yes, more of a gray/blue would be best, he is flexible on the historic color.

- Chairman Eisenhardt asked if the façade will be the same on all three sides. Mr. Thorngate responded the façade improvements will wrap up to the privacy fence, enough to be out of the line of site. Commissioner Petersen asked if Mr. Thorngate would consider a different style railing. Mr. Thorngate replied yes, and would come back with a new rendering. Mr. Thorngate showed samples of windows and sign letters.
- There were no further comments.

**1) Motion for COA**

- Commissioner Morrison moved, and Aldermanic Representative Kott seconded to approve the COA for the design, contingent the applicant comes back with a rendering of a different style railing.
- All were in favor and the motion carried.

**2) Motion for Sign Permit**

- Aldermanic Representative Kott moved, and Commissioner Morrison seconded to approve the Sign Permit.
- All were in favor and the motion carried.

**B. To consider approving a Certificate of Appropriateness (COA) and Sign Permit applications from Bevin Dawson for property located at 488 Milwaukee Avenue to improve the façade, and install a projecting and wall sign.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Ms. Fonseca explained this building was pieced together over the years with an addition of a 3-story after the fire, and part of the original building. Ms. Fonseca stated the Wisconsin Historical Society was consulted when doing the review because of the complexity, which they commented that a building should not be made historical if most of the historic character look is gone. A building should be repaired or restored, but not created.
- Commissioner Capra stated with the 3-story building as proposed the façade looks modern, and suggested adding window sills to give the façade some dimension. Commissioner Capra asked if the window sills can mimic with what is existing. Bevin Dawson, owner, replied the façade will resemble the 1950s picture, with the window sills remaining and larger window openings. Mr. Dawson stated the sign board will also add depth to the façade.
- Commissioner Petersen questioned if the roof line is tall enough to hide the Heating, Ventilation, and Air Conditioning unit, and if the door on Chestnut Street is an entrance. Mr. Dawson responded, yes the roof comes up high enough to hide the equipment, the door on Chestnut Street is only an emergency exit. Aldermanic Representative Kott and

Commissioner Capra questioned if there will be bulkheads under the front windows on the right side (3-story building). Mr. Dawson answered no, there is no reference that there ever were bulkheads. Mr. Dawson explained the bulkheads in the 1950s picture is a man-made wooden bulkhead and not concrete. Mr. Dawson explained he did not want to mix other materials that do not match with anything else to create bulkheads. Aldermanic Representative Kott asked if he would do metal bulkheads. Mr. Dawson replied no, because the metal does not exist on the building. Aldermanic Representative Kott mentioned that the 1950s photograph shows the bulkhead, and Mr. Dawson should leave the bulkheads on the 3-story building. Mr. Dawson explained currently there is brick/concrete, but if concrete was added it would not match, since it would be fresh concrete. Mr. Dawson stated the bulkheads are wooden and man-made. Ms. Fonseca stated it is helpful to have good photographic evidence to replicate something that is no longer there, but the point of historic rehabilitation for these buildings is so they can be used in 2019. Commissioner Morrison reminded the members that something should not be created that might have been there, but no longer is. Mr. Dawson replied it is hard to make something look historic when you cannot tell what was there, since there is very little remaining from the fire. Mr. Dawson commented it is unknown how much can be salvaged, and what will be found underneath until the façade gets torn off or repairs take place. Aldermanic Representative Kott stated it is hard to approve the unknowns. Ms. Fonseca suggested that the Commissioners could send representatives out during the process. Commissioner Petersen stated that he has more flexibility since it is not a historic building anymore. The Commissioners wanted to review the list of requirements. Ms. Fonseca stated the window sills that would remain is the only thing mentioned. Aldermanic Representative Kott requested to show detail of the metal trim that runs under the sign band. Mr. Dawson stated the trim could be shown. Chairman Eisenhardt replied metal is not historic and the concrete would show as new, so leave the 3-story building as presented. Aldermanic Representative Kott explained the window sills on the 3-story building will help the building not look so contemporary. Ms. Fonseca stated the motion is to include all window sills and metal strip under the cornice. Mr. Dawson responded in the 1968 fire picture there is no metal strip, but masonry instead. Ms. Fonseca commented that the metal trim is now out of the motion. Aldermanic Representative Kott agreed to no metal strip.

- There were no further comments.

#### **1) Motion for COA**

- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the COA contingent on retaining/replicating the window sills on both buildings if damaged, and site visits by 2 or 3 Commissioners as façade is being torn off.
- All were in favor and the motion carried.
- Aldermanic Representative Kott asked what type of font is being used for the signage. Mr. Dawson responded the circle sign on the corner is the logo and “The Loop Commons” sign will both have different fonts. Mr. Dawson explained the corner sign is logo because they do not want to encourage traffic on Chestnut Street, since the entrance door is on Milwaukee Avenue. There will only be two signs for the whole building and not each business.

**2) Motion for Sign Permit**

- Commissioner Capra moved, and Commissioner Morrison seconded to approve the Sign Permit as presented.
- All were in favor and the motion carried.

**C. A Façade Grant Program application from Bevin Dawson for property located at 488 Milwaukee Avenue to improve the façade, and install a projecting and wall sign.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- There were no comments.

**1) Motion for West façade**

- Aldermanic Representative Kott moved, and Commissioner Morrison seconded to approve the Façade Grant for the West façade, but not to exceed \$5,000, and based upon COA conditions.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; and Commissioners Capra; Morrison; and Petersen.
- All were in favor and the motion carried.

**2) Motion for East façade**

- Commissioner Morrison moved, and Aldermanic Representative Kott seconded to approve the Façade Grant for the East façade, but not to exceed \$5,000, and based upon COA conditions.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; and Commissioners Capra; Morrison; and Petersen.
- All were in favor and the motion carried.

**3) Motion for North façade**

- Aldermanic Representative Kott moved, and Commissioner Petersen seconded to approve the Façade Grant for the North façade, but not to exceed \$5,000, and based upon COA conditions.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; and Commissioners Capra; Morrison; and Petersen.
- 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 explained Round 8 has a \$0.00 balance remaining and Round 9 would have \$9,475.57 remaining.

### **B. To consider approving the Sign Ordinance revisions.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Ms. Fonseca explained the three signs were corrected to four signs that were previously determined. Assistant City Administrator/Zoning Administrator Megan Watkins stated “see page 20” will not go in the ordinance, since it has to get approval every time the guidelines are amended. Ms. Watkins further stated it will be changed on the application. Ms. Watkins explained once this is approved, it will go to Plan Commission, then Common Council for final approval.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve Sign Ordinance Chapter 315-74, with changing “Front Façade to Street Facing Facade” in title, removal of see page 20, and replace Historic Preservation Overlay District to HPO throughout the document.
- All were in favor and the motion carried.

## **ADJOURNMENT**

Aldermanic Representative Kott moved, and Commissioner Capra seconded to adjourn the meeting at 6:53 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson  
Administrative Assistant



**HISTORIC PRESERVATION COMMISSION**

**ITEM NUMBER: 7A**

**DATE:** August 22, 2019

**SUBJECT:** Certificate of Appropriateness for 160 E. Chestnut Street

**SUBMITTED BY:** Gregory Guidry, Building Inspector

The HPC’s role is to review the proposed Certificate of Appropriateness according to the Secretary of Interior’s Standards for Rehabilitation.

**PROJECT/SCOPE:**

Craig Faust, owner, is requesting approval of a Certificate of Appropriateness located at 160 E. Chestnut Street. The proposed project consists of:

- Re-painting the front façade. The owner proposes to paint the main façade, front door, and the upstairs apartment door Toasted Almond (MEN7124-2), labeled A. The trim and window trim are proposed to be painted Rank Mink (MEN7100-5), labeled B. These colors are of historic color in nature, and were the same colors approved for property located at 525 Milwaukee Avenue at the March 23, 2017 meeting.

**PROPERTY FILE HISTORY:**

<b>Year Built:</b> 1874			
<b>COA previously issued?</b>	<b>Yes:</b> X	<b>No:</b>	<b>Year:</b> May 23, 2019
<b>Previous COA project details:</b>	2019-Signage for Kessler Clock Shop		
2007-Signage for Hammes Tobacco Eporium			
<b>Previous façade grants received?</b>	<b>Yes:</b>	<b>No:</b> X	<b>Amount:</b> \$
<b>Current violations on property?</b>	<b>Yes:</b>	<b>No:</b> X	
<b>Violation Details:</b>			

**FINANCIAL REMARKS:**

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

**RECOMMENDATION:**

Staff recommends approval of this Certificate of Appropriateness.

**TIMING/IMPLEMENTATION:**

This item is for consideration to approve the Certificate of Appropriateness at the August 22, 2019 Historic Preservation Commission meeting and be placed on the September 3, 2019 Committee of the Whole and Common Council meetings for consideration.



## CITY OF BURLINGTON

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**Building & Zoning Department**  
300 N. Pine Street, Burlington, WI 53105  
(262) 342-1163 – (262) 763-3474 fax  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

**To:** City of Burlington Historic Preservation Commission  
**From:** Gregory Guidry, Building Inspector  
**Date:** August 12, 2019  
**Re:** Certificate of Appropriateness, 160 E. Chestnut Street

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**Desired Outcome:** Re-painting of front facade

**Location:** Building at 160 E. Chestnut Street (Kessler Clock Shop)

**Summary:** The owner proposes to re-paint the front façade. The main façade, front door, and the upstairs apartment door would be painted Toasted Almond (MEN7124-2), which is labeled A in the picture. The trim and window trim would be painted Ranch Mink (MEN7100-5), labeled B in the picture. These two colors are of historic color in nature, and these same colors were approved for property located at 525 Milwaukee Avenue at the March 23, 2017 meeting.

**Recommendation:** I recommend that the Historical Preservation Commission recommend to the Common Council approval of the new painting of the building located at 160 E. Chestnut Street subject to the following conditions:

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

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

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

<b>GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)</b>		
District Standards 315-42(B)	Met	Colors comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	Paragraph (1) allows the repainting of buildings
<b>BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES</b>		
Design Issues (pp. 9)	NA	
Maintenance and Repair (pp. 10-13)	NA	
Awnings (p13)	NA	
Screening (p. 16)	NA	
Pedestrian Access (p. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (p. 19)	Met	The painting of the building does not go against the standards
<b>OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS</b>		
Article VII (Signs)	NA	



Application for the Certificate of Appropriateness

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

Please provide the following:

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

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

- 2. Project Address: 160 E Chestnut Street, Burlington, WI
3. Applicant Name: FI CHESTNUT PROPERTIES, LLC
4. Owner Name: FI CHESTNUT PROPERTIES, LLC
5. Name of Tenant: VARIOUS
6. Name of Business: KESSLER CLOCK SHOP
7. What is (are) the existing use(s) of the building? COMMERCIAL (1 UNIT) RESIDENTIAL (2)
8. Telephone Number: 262-716-0019 Facsimile Number:
9. E-Mail Address: info@faustinvestments.com
10. Applicant Mailing Address: PO Box 365, BURLINGTON, WI 53105
11. Does the applicant own the project building? [X] Yes [ ] No
12. If no, please list owner's name and address:
13. Architect or engineer's name and address:
14. Date of submittal of plans:
15. Scale of drawings noted on each drawing:
16. Building type, size and location:
17. Height of building:
18. Exterior material samples to be provided:

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

- 19. Proposed Start Date: SEPTEMBER 1, 2019
20. Proposed Completion Date: SEPTEMBER 8, 2019

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

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

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

**Property Owner**

FI CHESTNUT PROPERTIES LLC



Print

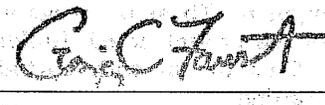
Signature

7/30/19

Date

**Applicant**

FI CHESTNUT PROPERTIES LLC



Print

Signature

7/30/19

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!



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**KISLE'S**  
CLOCK CO.  
QUALITY CLOCK REPAIR & SALES

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25d

25d

Linen Ruffle  
MEN7100-1

Colonial White  
MEN7124-1

Indian Muslin  
MEN7100-2

Toasted Almond  
MEN7124-2

A

Casual Elegance  
MEN7100-3

Dusty Trail  
MEN7124-3

Thumper  
MEN7100-4

Stony Creek  
MEN7124-4

Ranch Mink  
MEN7100-5

B

Rain Barrel  
MEN7124-5

Fudge Truffle  
MEN7100-6

Olive Wood  
MEN7124-6



**HISTORIC PRESERVATION COMMISSION**

**ITEM NUMBER: 8A**

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**DATE:** August 22, 2019

**SUBJECT:** Façade Grant Funding

**SUBMITTED BY:** Gregory Guidry, Building Inspector

The HPC's role is to review the Façade Grant Funding summary for projects requesting grants.

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**DETAILS:**

Attached please find the Façade Grant Funding report for Round 9 dated August 12, 2019 with \$9,475.57 remaining. Round 8 dated August 22, 2019 with a balance of \$0.00 with 3 properties under construction.

**EXECUTIVE ACTION:**

This item is for discussion only at the August 22, 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	<i>Rear expired</i>	\$ 3,380.00	11/8/2018
Brian Torgerson	164 E. Washington St. (front)	\$18,875.51		Council approved 6 months	1/29/2019	8/31/2019	<i>\$5000 Recinded by applicant</i>	<i>Recinded by applicant</i>	<i>Recinded by applicant</i>
Brian Torgerson	164 E. Washington St. (side)	\$9,241.51		Council approved 6 months	1/29/2019	8/31/2019	<i>\$4620.76 Recinded by applicant</i>	<i>Recinded by applicant</i>	<i>Recinded by applicant</i>
Brian Torgerson	164 E. Washington St. (rear)	\$9,400.00		Council approved 6 months	1/29/2019	8/31/2019	<i>\$4700 Recinded by applicant</i>	<i>Recinded by applicant</i>	<i>Recinded by applicant</i>
Teacher Place	533 Milwaukee Ave.	\$16,061.00	\$5,000.00		5/23/2019	5/23/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Teacher Place	541 Milwaukee Ave.	\$11,182.00	\$5,000.00		5/23/2019	5/23/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Dustin & Molly Elsbury	164 E. Washington St. (front)	\$27,037.25	\$5,000.00		6/27/2019	6/27/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Dustin & Molly Elsbury	164 E. Washington St. (side)	\$16,692.81	\$5,000.00		6/27/2019	6/27/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Dustin & Molly Elsbury	164 E. Washington St. (rear)	\$14,850.30	\$5,000.00		6/27/2019	6/27/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Bevin Dawson	488 Milwaukee Avenue (West)	\$16,015.49	\$5,000.00		7/25/2019	7/25/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Bevin Dawson	488 Milwaukee Avenue (North)	\$48,120.76	\$5,000.00		7/25/2019	7/25/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Bevin Dawson	488 Milwaukee Avenue (East)	\$15,292.35	\$4,475.57		7/25/2019	7/25/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>

<b>Obligated Funds:</b>	<b>\$ 50,000.00</b>
<b>Total Distributed to Date</b>	<b>\$10,524.43</b>
<b>Pending</b>	<b>\$39,475.57</b>
<b>Actual Balance Remaining:</b>	
\$50,000 Less Total Disbursed and Pending =	<b>\$0.00</b>

**Updated:** 8/12/2019

**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. Rear façade funds (\$845) expired 5/24/19