



AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, SEPTEMBER 26, 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 August 22, 2019
5. Letters and Communications: None
6. Old Business: None
7. New Business:
 - A. To consider approving a Certificate of Appropriateness (COA) and Sign Permit application from Vickie Winkler for property located at 517 Milwaukee Avenue to install a hanging sign.
 1. Motion for COA
 2. Motion for Sign Permit
 - B. A Façade Grant Program application from Vickie Winkler for property located at 517 Milwaukee Avenue to install a hanging sign.
 - C. To consider approving a Certificate of Appropriateness application from Luanne Clark for property located at 401 N. Pine Street to install 3 awnings.
 - D. A Façade Grant Program application from Luanne Clark for property located at 401 N. Pine Street to install three awnings.
8. Discussion items:
 - A. Review of Façade Grant Funding Status.

B. Discussion regarding off-site signage/items including signage on the sidewalk in front of a business (excluding sandwich signs), and items for sale and/or displayed on the sidewalk in the HPO district.

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, AUGUST 22, 2019**

The meeting was called to order by Chairman Darrel Eisenhardt at 5:30 p.m. Commissioners Frank Capra; Steve Wagner; Ken Morrison; Kevin O'Brien; and Bernard Petersen were present. Aldermanic Representative Susan Kott was excused.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Capra moved, and Commissioner O'Brien seconded to approve the minutes of July 25, 2019.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. To consider approving a Certificate of Appropriateness (COA) application from Kessler Clock Shop for property located at 160 E. Chestnut Street to repaint the front façade.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, explained this building was purchased by a new owner, Craig Faust, who would like to do maintenance by re-painting the façade at this time.
- Commissioner Wagner asked if a historic picture was submitted with the application. Annette Bauman, property manager, was present for any questions. Chairman Eisenhardt replied no this is strictly a maintenance project, and if repairs or rehabilitation are requested then Mr. Faust will submit information. Commissioner Capra questioned if the Commissioners approve the paint, and the owner does not come back to remove the gable, which would bring the building back to its original look. Capra stated painting the façade would give an extension of any repairs not being done to the building. Chairman Eisenhardt explained this building is in dire need of a paint job, and the Commissioners cannot force the owner to remove part of the façade. Chairman Eisenhardt further explained there are grants available if Mr. Faust wishes to do repairs in the future.

- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Wagner seconded to approve the COA to repaint the façade.
- 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.

ADJOURNMENT

Commissioner Wagner moved, and Commissioner O'Brien seconded to adjourn the meeting at 5:36 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7A

DATE: September 26, 2019

SUBJECT: Certificate of Appropriateness and Sign Permit for 517 Milwaukee Avenue

SUBMITTED BY: Gregory Guidry, Building Inspector

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

PROJECT/SCOPE:

Vickie Winkler, owner, is requesting approval of a Certificate of Appropriateness and Sign Permit located at 517 Milwaukee Avenue. The proposed project consists of:

- The installation of a new sign above the storefront window. The new owner proposes to install a projecting hanging sign and a sign bracket. The sign will be located between the second story windows and below the upper level of the windows. The sign meets the required specifications. The proposed sign has a green background and gold trim, with the colors white, gold, and green for the lettering.

PROPERTY FILE HISTORY:

Year Built: 1850			
COA previously issued?	Yes: X	No:	Year: June 27, 2002
Previous COA project details:	2019-Signage for White Picket Fence		
2002-Repairs to the facade			
Previous façade grants received?	Yes: X	No:	Amount: \$7,500 (2002)
Current violations on property?	Yes:	No: X	
Violation Details:			

FINANCIAL REMARKS:

The applicant has applied for a façade grant as seen in 7B.

RECOMMENDATION:

Staff recommends approval of this Certificate of Appropriateness and Sign Permit.

TIMING/IMPLEMENTATION:

This item is for consideration to approve the Certificate of Appropriateness and Sign Permit at the September 26, 2019 Historic Preservation Commission meeting.



CITY OF BURLINGTON

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

To: City of Burlington Historic Preservation Commission
From: Gregory Guidry, Building Inspector
Date: September 5, 2019
Re: Certificate of Appropriateness and Sign Permit Applications, 517 Milwaukee Avenue

Desired Outcome: Installation of a new sign above the storefront window

Location: 517 Milwaukee Avenue

Summary: The new owner proposes to install a projecting hanging sign and a sign bracket. The sign will be located between the second story windows and below the upper level of the windows.

Recommendation: I recommend that the Historic Preservation Commission approve the submitted Certificate of Appropriateness and Sign Permit for 517 Milwaukee Avenue. This approval is subject to the following conditions.

1. All work shall be per the application materials submitted on August 25, 2019.
2. The applicant shall obtain a sign permit for the work.
3. Any other conditions that the Commission may recommend that are consistent with applicable zoning ordinance requirements.

Analysis of Request against Applicable City Ordinance Requirements and Guidelines

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Has Applicant Submitted All Required Application Materials?		
(1) For Certificate of Appropriateness	Complete	
(2) For Sign Permit Application	Complete	
STANDARDS FOR SIGNAGE IN THE HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-74)		
(1) Prohibited Signs	NA	
(2) Wall, fascia (including transoms), and awning signs	NA	
(3) Projecting and Hanging Signs	Met	315-74 C. The applicant's submittal does meet all of the sub chapters 1-5 for (1) height, 8 feet, (2) extension from building 5 feet maximum, (3) the sign placement (perpendicular to building), (4) maximum area of 7% of the upper façade, 15 Sq. Feet and (5) maximum number of hanging signs, one.
(4) Illumination of Signs	NA	Applicant proposes no additional lighting.
(5) Limitations on types of window signs 315-74 (4)	NA	
(6) Signage Color	Met	Sign is green, gold and white. It satisfies the intent of the ordinance by blending with the green trim and the Cream City brick of the building.
(7) Sign Letter and overall size 315-74 (3)	Met	All letters will meet the maximum size of 12 inches per HPC requirements.

GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)

District Standards 315-42(B)	Met	Colors, materials, and other details of sign comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	NA	

BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES

Design Issues (pg. 14-15)	Met	The sign meets the required specifications.
Maintenance and Repair (pg. 10-13)	NA	
Lighting (pg. 15-16)	NA	
Screening (pg. 16)	NA	
Pedestrian Access (pg. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (pg. 19)	NA	

OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS

Article VII (Signs)	Met	The signage meets the ordinance.
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\$150 fee



City of Burlington
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: 517 Milwaukee Av, Burlington, WI
3. Applicant Name: Vickie Winkler
4. Owner Name: Vickie Winkler
5. Name of Tenant: _____
6. Name of Business: White Picket Antiques
7. What is (are) the existing use(s) of the building? Commercial
8. Telephone Number: 262-492-6369 Facsimile Number: _____
9. E-Mail Address: _____
10. Applicant Mailing Address: 517 Milwaukee Av
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: Burli Syc Co.
14. Date of submittal of plans: _____
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: Brick
17. Height of building: 60'
18. Exterior material samples to be provided: _____



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) <i>517 Milwaukee Ave</i>	Applicant Name(s): <i>Vickie Winkler</i>
Property Owner Name: <i>Vickie Winkler</i>	Applicant Mailing Address: <i>517 Milwaukee Ave</i>
Property Owner Telephone Number: <i>262-492-6369</i>	Applicant Telephone Number: <i>492-6369</i>
Property Owner E-mail:	Applicant E-mail:
Sign Contractor <i>Burl Sign Co</i>	Sign Contractor Mailing Address <i>125 FRONT ST Burlington</i>

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: 450 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): 450 square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all projecting and hanging signs facing the street: 0 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



← 22' →



501

White
Picket Fence
Antiques
COLLECTIBLES





HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7B

DATE: September 26, 2019

SUBJECT: Façade Grant Program

SUBMITTED BY: Megan Watkins, Assistant City Administrator/Zoning Administrator

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

DETAILS:

Vickie Winkler is requesting approval of a Façade Grant Program located at 517 Milwaukee Avenue. The proposed project consists of:

Installation of a new sign above the storefront window. The new owner proposes to install a projecting hanging sign and a sign bracket. The sign will be located between the second story windows and below the upper level of the windows. The sign meets the required specifications. The proposed sign has a green background and gold trim, with the colors white, gold, and green for the lettering.

If the HPC approves this application, staff recommends that the approval be contingent on satisfying the recommendations in Gregory Guidry's memo and the following contingencies:

- Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.
- If the project is not completed and if the façade grant is not disbursed within twelve months, the HPC reserves the right to rescind the allotted grant amount.

FINANCIAL REMARKS:

The estimated project cost at 517 Milwaukee Avenue is \$2,724.00. If the Façade Grant is approved by the HPC the grant should not exceed \$250.00. The remaining available façade grant balance would be \$9,225.57.

EXECUTIVE ACTION:

This item is for consideration to approve the Façade Grant Program at the September 26, 2019 Historic Preservation Commission meeting.



CITY OF BURLINGTON

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

**FAÇADE GRANT STAFF MEMORANDUM
 CITY OF BURLINGTON HISTORIC PRESERVATION COMMISSION**

Date: August 27, 2019

Applicant Address & Name: Vickie Winkler - 517 Milwaukee Avenue

Project Overview/ Applicant's Request:	Submitted
<p><i>Projecting 4' x 3' sign for the front facade</i></p> <p>Staff Comments: <i>Application received August 23, 2019</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
Application Checklist for Staff Review:	
<p>1. COA application received and/ or sign permit application received and/or approved by HPC</p> <p>Staff Comments: <i>COA has been received and has yet to be reviewed/approved by the HPC</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
<p>2. Are there eligible project uses per the Façade Grant Policy?</p> <p>Staff Comments: <i>See City Planner's memorandum for the COA application recommendations</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> See Note</p>
<p>3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.</p> <p>Staff Comments: <i>Total estimated project cost for signage: \$2,724.00</i> <i>*No more than \$250 of matching funds may be used for exterior signage.</i></p> <p><i>Allowable grant of \$250.00</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
<p>4. Status of City owed taxes, payments and fees</p> <p>Staff Comments: <i>Applicant is current on taxes, utilities and payments.</i></p>	<p>See Contingencies</p>
Staff Recommendation (contingencies listed):	
<p><i>The applicant is <u>eligible for a façade grant</u> in the <u>amount not to exceed \$250.00</u> . Staff suggests that approval be <u>contingent</u> on satisfying the following contingencies:</i></p> <ul style="list-style-type: none"> • <i>Satisfy any recommendations in City Planner's memo for the COA as indicated by the HPC.</i> • <i>Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.</i> • <i>Applicant will wait to perform this work until Common Council takes final action on approval.</i> • <i>Applicant will obtain all required permits and the Building Inspector will monitor the project and must provide final approval prior to grant reimbursement.</i> • <i>All taxes, payments, fees owed to the City by the applicant must be paid prior to reimbursement of grant funds.</i> <p><i>If the project is not completed and if the façade grant is not disbursed within one year, the HPC reserves the right to rescind the allotted grant amount.</i></p>	



Official Use Only
 Date Received 8/23/19
 Application No. _____

City of Burlington

Historic District Façade Improvement Grant Application

Project Address: 517 Milwaukee Ave, Burlington, WI

Applicant Name: Vickie Winkler

Owner Name: Vickie Winkler

Name of Business: White Picket ANTIQUES

Telephone Number: 492-6369 Facsimile Number: _____

E-Mail Address: _____

Applicant Mailing Address: 517 Milwaukee Ave

Does the applicant own the project building? Yes No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

Will you be using the services of an architect or engineer? Yes No

If yes, list your architect or engineer of preference: Burt's Sign Co.

Description of Project: Projecting SIGN 4'x3'

Estimated Project Cost (include quotes/bid for proposed work): _____

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

Proposed start date: 10-1-19

Proposed completion date: 10-30-19

What is (are) the existing use(s) of the building? Commercial

Will this project proposal cause a change in the building's use? NO

If so, please explain. _____

Do you intend to apply for the Historic Preservation Tax Credit on this project? Yes No

As a part of this application, if your project includes any improvement with the exception of only signage, you must complete the attached "Application for the Certificate of Appropriateness".

Vickie Winkler
 Signature of Applicant

Vickie Winkler
 Signature of Property Owner

Vickie Winkler
 Print Name

 Print Name

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.



\$2,724.00
Plus Tax



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7C

DATE: September 26, 2019

SUBJECT: Certificate of Appropriateness for 401 N. Pine 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:

Luanne Clark, owner, is requesting approval of a Certificate of Appropriateness located at 401 N. Pine Street. The proposed project consists of:

Installation of three awnings. The applicant proposes to install a new front awning to replace the existing one, and two additional new awnings on the south façade facing E. Washington Street. These two new awnings will cover the side entrance, which measures 5 feet wide, off E. Washington Street, and the window that wraps around from the front façade storefront display windows – a side display window, which measures 7 feet wide. The applicant proposes a watershed-designed canvas awning with stripes, similar to the awning currently installed with different coloring – green and white wider stripes (right side of included application photograph of material). The applicant does not propose any lettering on the awning.

- The applicant is to confirm condition of the transoms on the front façade facing N. Pine Street and whether all awnings can be installed beneath the transoms on both facades.
- The applicant is to confirm the height and depth of the awning and whether the awnings will be installed at the same height on the south side façade facing E. Washington Street.

PROPERTY FILE HISTORY:

Year Built: 1908			
COA previously issued?	Yes: X	No:	Year: May 23, 2019
Previous COA project details:	2001-Paint façade & install awning		
2017-window replacement			
Previous façade grants received?	Yes: X	No:	Amount: \$7,968.15 (2001 & 2017)
Current violations on property?	Yes:	No: X	
Violation Details:			

FINANCIAL REMARKS:

The applicant has applied for a façade grant as seen in 7D.

RECOMMENDATION:

Staff recommends approval of this Certificate of Appropriateness.

TIMING/IMPLEMENTATION:

This item is for consideration to approve the Certificate of Appropriateness at the September 26, 2019 Historic Preservation Commission meeting and be placed on the October 1, 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
Tanya Fonseca, AICP

DATE: September 17, 2019

SUBJECT: Review of Certificate of Appropriateness for 401 N. Pine Street

A. PURPOSE

Consider for approval a Certificate of Appropriateness application from LuAnne Clarke of 401 N. Pine Street to do the following:

1. Replace the current 44' wide awning of the front façade of 401 N. Pine Street (east side of structure facing N. Pine Street) with a new awning of the same dimension.
2. Install a new awning over the corner display window on the south side of the structure – 7' wide in dimension on the 66' wide side façade.
3. Install a new awning over the side entrance on the south side of the structure – 5' wide in dimension on the 66' wide side façade.

B. RECOMMENDATION

Based upon the review of submitted materials for 401 N. Pine Street, the Historic Preservation Commission will recommend to the Common Council the **APPROVAL, CONDITIONAL APPROVAL, or DENIAL** of the proposed application for a Certificate of Appropriateness from LuAnne Clark. This decision will be determined at the next Historic Preservation Commission meeting – September 26, 2019.

Additional information requested for the consideration of a Certificate of Appropriateness:

- Applicant to confirm condition of the transoms on the front façade facing N. Pine Street and whether all awnings can be installed beneath the transoms on both facades to be consistent with the original intention of the current iteration of the storefront design.
- Applicant is planning to bring a material sample to the HPC meeting.
- Applicant to confirm the height and depth of the awnings and whether the awnings will be installed at the same height on the south side of the façade facing E. Washington Street.

C. TYPE & CHARACTER OF RENOVATIONS

LuAnne Clark has submitted a Certificate of Appropriateness Application for 401 N. Pine Street. The property stands on the corner of N. Pine Street and E. Washington Street. The property's façade has

evolved over time since 1908 – the earliest year there is a photograph of the structure. The Applicant proposes to install a new front awning to replace the existing one, and two additional new awnings on the south façade facing E. Washington Street. These two new awnings will cover the side entrance off E. Washington Street and the window that wraps around from the front façade storefront display windows – a side display window.

Historical imagery provided by the Burlington Historical Society shows the evolution of 401 N. Pine Street over time. In the two earliest photographs supplied, one dated as 1908, shows the lower storefront windows and entrances have changed at some point as the photograph from November 1975 shows. The original entrance appears to have been on the southeast corner of the structure, at the intersection of N. Pine Street and E. Washington Street. The transom windows included muntins and mullions, which spanned the entire front and side façade display windows. The display windows and entrance orientation appears to have been changed between 1908 and 1975 – unclear when precisely based on the photos supplied. The storefront display windows and entry were redesigned to accommodate larger windows and a recessed entrance in the center of the front façade. The original transom windows were also replaced with two black horizontal glass panels in what appears to be the same opening of the original transoms. The original bulkhead was reduced in size to accommodate larger display windows – very common when plate glass became available in larger sizes. Storefronts are typically altered more than any other building feature and many altered storefronts can acquire their own significance that can be retained and rehabilitated.

The location of the front façade awning that spans the entire width has also changed. The original façade did not have an awning. Sometime between the 1908 images and the 1975 images, an awning was added to the front façade. A retractable awning was integrated into the design to fall between the storefront display windows and the transom, which was also replaced during these storefront design changes. The existing awning has been installed directly over the transom area of the front façade, and is not retractable.

Other significant façade changes:

- Two filled window voids on the south side of the façade that faces E. Washington Street. These are visible from the cutout shapes of the windows, and the two remaining lintels. It is unclear when these windows were filled in, as the oldest photographs of the structure do not share this side of the façade clearly.
- The east facing front façade upper story windows, which were changed since the early 1990s.
- Five of the lower story windows on the south side of the façade facing E. Washington Street have been boarded shut to accommodate the operations of Flippy's and the new drop ceiling in the structure.
- The eight upper story windows on the south side of the façade have also been replaced – five of the upper story windows are filled with windows that do not fit the original dimensions of the window openings, and one of the windows has been boarded shut, which includes vinyl siding to fill the void.

This application is for the replacement of front façade awning, and two new awnings on the south façade. While rehabilitation of the facades over all is not part of the application of this Certificate of Appropriateness, the Applicant is encouraged to consider the eventual rehabilitation of the façade and structure to better align with the historic intention of the design of the structure and the district as a whole.



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Staff design assistance and façade grants are available to assist downtown property owners with the transformation of their properties.



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 Application	Complete	
§ 315-42. HPO Historic Preservation Overlay District.		
A. District intent.	Met	<p><i>Per code, the Historic Preservation Overlay District is intended to:</i></p> <ol style="list-style-type: none"> 1) Provide for the protection and preservation of those structures whose historic or architectural interests are valuable contributions to the character and charm of the City or areas of the City. Such structures and areas are hereby deemed to represent a community asset justifying the public regulation of such structures and areas to ensure their preservation. 2) Protect the historic community character of such structures and districts whose historic or architectural interests are valuable contributions to the character and charm of the City or areas of the City. 3) Effect and accomplish the protection, enhancement, and perpetuation of improvements and of districts that represent or reflect elements of the City's cultural, social, economic, political, and architectural history. 4) Safeguard the City's historic and cultural heritage, as embodied and reflected in such historic structures and historic districts. 5) Stabilize and improve property values. 6) Foster civic pride in the beauty and noble accomplishments of the past. 7) Protect and enhance the City's attractions to residents, tourists, and visitors for education, pleasure, and general welfare. 8) Serve as a support and stimulus to business and industry. 9) Strengthen the economy of the City. <p>This application and proposed improvements meets these intentions.</p>



APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
<p>B. District standards.</p>	<p>Met</p>	<p><i>Per code: District standards shall conform to those required in the underlying basic zoning district. In addition, the design guidelines as set forth in the publication titled "Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines," as amended, published by the Burlington Historic Downtown Main Street District, shall be used by the Historic Preservation Commission, Plan Commission, and Common Council as HPO District design standards and guidelines.</i></p> <p>This application and the proposed improvements conform to the underlying B-2 Central Business District.</p>
<p>E. (2) Limitation on structural appearance changes. Basis for approval.</p>	<p>Met</p>	<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>The Applicant proposes to make updates to improve the appearance and maintenance of the structure.</p>

City of Burlington Historic Preservation District – Standards & Guidelines (2019 Update)		
<p>Secretary of Interior’s Standards for Rehabilitation – Standard #2, page 6</p> <p>https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm</p>	<p>Met – with considerations</p>	<p><i>Standard #2: The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.</i></p> <p>The Applicant proposes to retain the existing aesthetic of an awning over the front storefront. The application includes two additional awnings on the south side of the structure over the side storefront window and the side entrance. Although these awnings are not original the façade of the structure, they are consistent with the district guidelines and general façade design with the district.</p>
<p>Character-Defining Features, page 7</p>	<p>Met</p>	<p><i>Relevant sections included below:</i></p> <ol style="list-style-type: none"> 1. <i>Maintain key character-defining features.</i> <ol style="list-style-type: none"> a. <i>Key character-defining features include:</i> <ol style="list-style-type: none"> i. <i>Ornamentation and architectural details</i> ii. <i>Building materials</i> iii. <i>Windows and doors</i> iv. <i>Cornices and eaves</i> v. <i>Parapets</i> b. <i>Retain and treat exterior features and examples of skilled craftsmanship with sensitivity.</i> 2. <i>Repair, rather than replace, a key character-defining feature if it is damaged.</i> <ol style="list-style-type: none"> b. <i>Patch, piece-in, splice, consolidate or otherwise upgrade deteriorated features using recognized preservation methods.</i> 3. <i>Reconstruct a key character-defining feature accurately if it cannot be repaired.</i> <ol style="list-style-type: none"> a. <i>Use a design that is substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the building’s history.</i> b. <i>Use the same kind of material as the original to the extent feasible. An alternative material may be considered</i>

<p>Storefront improvements, page 10</p>	<p>Pending</p>	<p>Key points to consider in storefront improvements:</p> <ul style="list-style-type: none"> ▪ The storefront should be composed almost entirely of glass. If glass is not appropriate for the business, consider the use of interior window treatments as a solution. ▪ The entry should be maintained and restored in its original location and configuration. If the original entry has been changed, the new entry should be designed and placed considering traditional design themes and its relationship to the overall building facade and symmetry. ▪ Transom windows that have been covered or blocked should be restored. ▪ Storefront bulkheads should be restored or renovated. ▪ Original elements such as cast iron columns, storefront cornices, entry doors and lighting fixtures should be restored. ▪ Lighting, signage and awnings should all be integrated into the overall design of the storefront. <p>The property owner is not proposing a renovation of the storefront of 401 N. Pine Street as part of this application. The applicant proposes a new awning. The current awning location covers the transoms on the front façade of the structure. If possible, consideration should be given to installing the awning below the transom – the original location of the awning on this iteration of the façade – see historical imagery of the façade.</p>
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<p>Signs and Awnings, page 20</p>	<p>Pending – additional information requested for HPC meeting</p>	<ul style="list-style-type: none"> ▪ Canvas awnings were traditionally used to provide protection for pedestrians and shade for the storefront window. Today, both awnings and signs are important design elements and contribute to the overall appearance of the building. A quality awning and an appropriate sign can add significantly to the image of the business inside the building. ▪ Lettering and signage on the awning should be limited to the valance and ideally will meet the standards set forth in the section on signs and the City of Burlington Sign Ordinance. ▪ Cloth awnings are the type typically used in historic downtowns. Other materials are available and may be acceptable provided they reinforce the integrity of the building and the surrounding buildings. ▪ The awning color selected should be compatible with the building and with adjacent buildings. The traditional commercial awning profile is of the watershed design, a standard design with straight seams and no curves. Other profiles are available but tend to be too contemporary when placed on a traditional facade. The dome or bullnose profile should only be used in conjunction with arched window openings <p>The Applicant proposes a watershed-designed canvas awning with stripes, similar to the awning currently installed with different coloring – green and white wider stripes (right side of included application photograph of material). The Applicant does not propose any lettering on the awning.</p> <p>Applicant is planning to bring a material sample to the HPC meeting.</p> <p>Applicant to confirm the height and depth of the awnings and whether the awnings will be installed at the same height on the south side of the façade facing E. Washington Street.</p>
<p>Colors, page 18</p>	<p>Pending</p>	<p>Applicant is requested to ensure that the colors in the awning will match a historic paint color palette by a brand of their choice.</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.

All of the following items in the packet must be submitted before your petition will be scheduled for consideration by the Historic Preservation Commission at an upcoming meeting. The following checklist should be completed and submitted with your application.

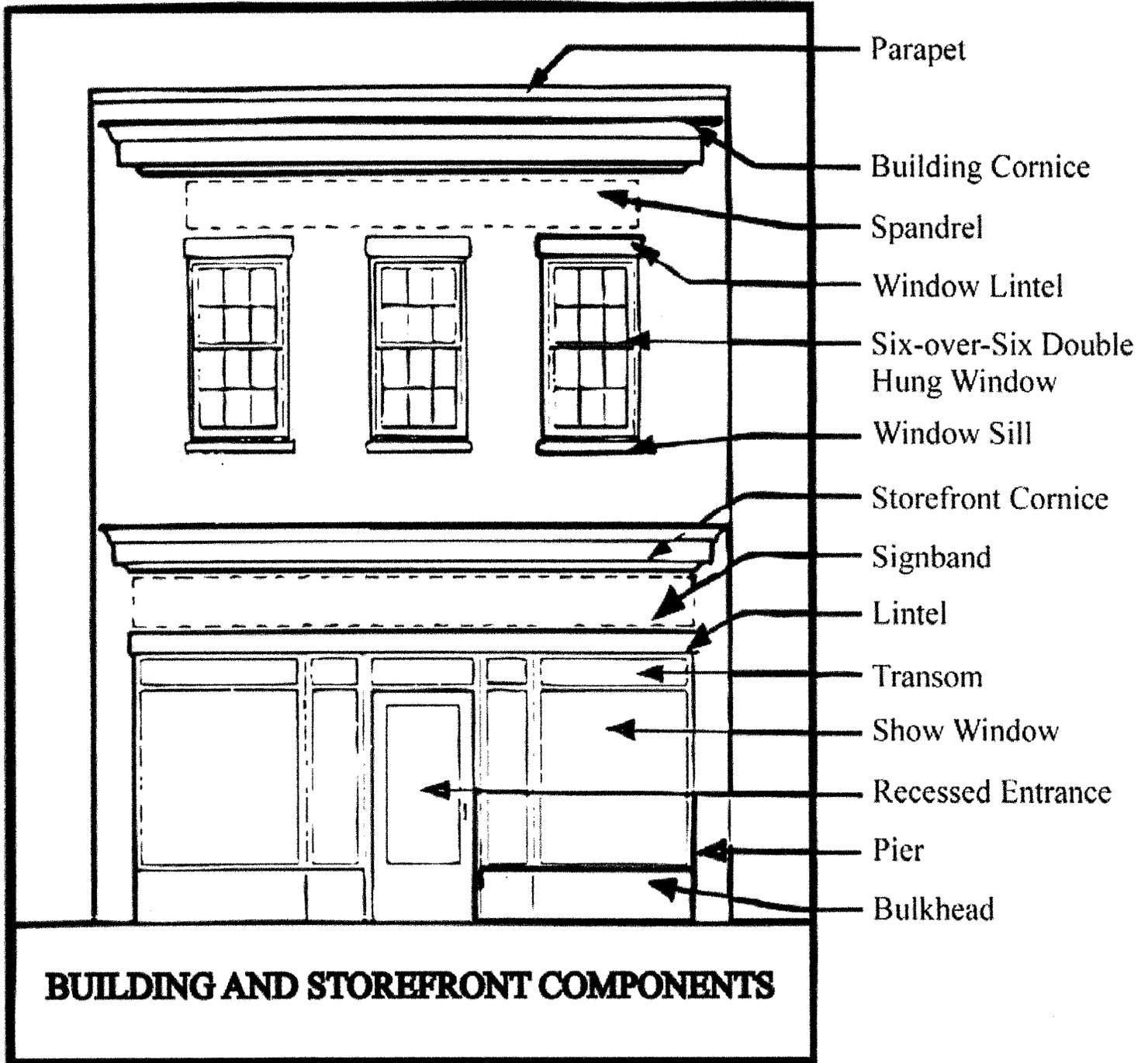
- Historic Preservation Commission Filing Fee**
- Application Form (Attached)**
- Drawings** (to scale) of the proposed building showing specific architectural elements and details, measurements, proposed colors and the overall streetscape.
- Streetscape Elevations**, at a minimum, streetscape elevations should show the front elevations of the building and adjacent structures. The streetscape elevation should illustrate any substantial grade changes between properties.
- Description of Exterior Materials** (Attached) Samples of materials should be available for Commission review.
- Parking Lot Layout** (if applicable) complete with stall dimensions, number of spaces, type of surface, drainage, lighting, fencing, planting, aisle width, driveway approaches and required handicapped parking.
- Lighting Plan** (if applicable), complete drawing indicating size, style, location and color of light fixtures, along with a photo or spec sheet of the specific light.
- Photographs** of the current site and historical photos of the building. Historical photos may be found at the Burlington Historical Society, 232 N. Perkins Blvd or www.burlingtonhistory.org.
- Proposed Colors.** Colors on all facades, trim, windows, doors, and signs shall be indicated on the submitted drawings showing exact locations of where the colors will be.
- Demolition Plans.** If a partial demolition or major addition is proposed, a demolition plan should be submitted showing existing walls to remain, existing walls to be removed, and all new walls. If a major addition is proposed, such as a second floor addition to a one story building, a written statement should be provided identifying existing materials, structural condition and the exterior wall plan.

For Signage and Awning Requests

- Site Plan** showing location of proposed sign(s) and any proposed landscaping or lighting.
- Elevation of Building** façade with proposed rendering of the signage/awning.
- Sign Elevations** detailed with dimensions. Materials, letter size, typeface, and colors and location.
- Width/Length** of building.

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

Façade Elements





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.

PROJECT SCOPE

<input type="checkbox"/> New Building	<input type="checkbox"/> Facade Alteration
<input type="checkbox"/> Lighting Addition/Alteration	<input checked="" type="checkbox"/> Sign or awning
<input type="checkbox"/> Tuckpointing	<input type="checkbox"/> Cleaning (chemical or sandblast)
<input type="checkbox"/> Window/Door Replacement	<input type="checkbox"/> Maintenance and painting
<input type="checkbox"/> Demolition Full/Partial	<input type="checkbox"/> Other _____

PROJECT ADDRESS:

401 N. Pine St., Burlington, WI

Property Owner Information

Property Applicant Information

Ludana Clark

Owner of Property

Same

Applicant Name

401 N Pine St.

Owner's Address

Applicant Address

Burlington WI 53105

City, State and Zip Code

City, State and Zip Code

262-758-4139

Phone Number

Fax Number

Phone Number

Fax Number

ludanaclark6@icloud.com

Email Address

Email Address

Ludana Clark

Owner's Signature

Applicant's Signature

Name of Business: _____

What is the proposed use(s) of the building? Restaurant

Architect or engineer's name and address: _____

Proposed Start Date: _____ Proposed Completion Date: _____

DESCRIPTION OF EXTERIOR MATERIALS
(The use of natural materials is strongly encouraged)

Façade Material

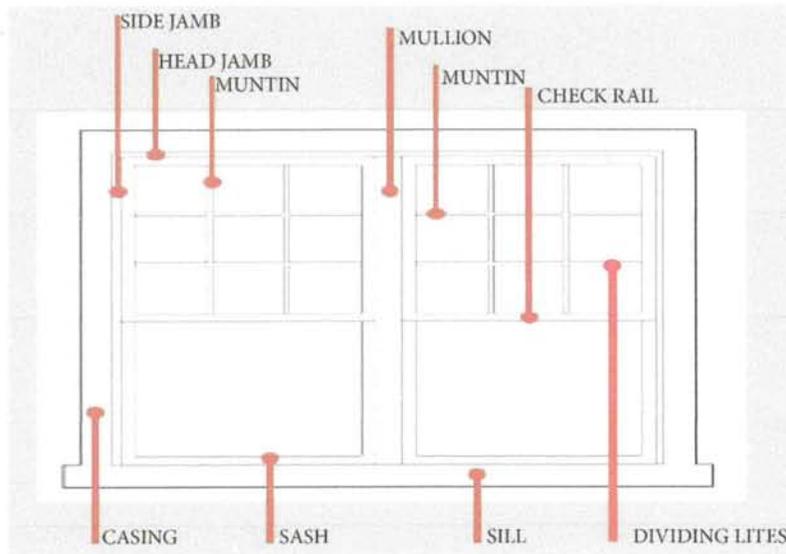
Existing Façade Material

- Stone
- Brick
- Siding
- Wood Clapboard
- Other _____
- Color of Material _____

Proposed Façade Material

- Stone
- Brick
- Siding
- Wood Clapboard
- Other _____
- Color of Material _____

Window Treatment



Existing Window Type

- Double Hung
- Fixed
- Historical
- Other _____
- Color of Finish _____

Proposed Finish and Color of Windows

- Wood (recommended)
- Aluminum Clad
- Vinyl Clad
- Other _____

Window Muntins (if applicable)

A muntin is a strip of wood or metal separating and holding panes of glass in a window.

- Not Provided
- True Divided Lites

Simulated Divided Lites (if applicable)

Simulated divided lite windows have just one piece of glass with removable muntins attached to both the interior and exterior of the glass.

- Interior and Exterior muntin bars (recommended)
- Interior muntin bars only
- Exterior muntin bars only
- Muntin bars contained between the glass

DESCRIPTION OF EXTERIOR MATERIALS – CONTINUED

Trim Material

Door Trim

- Limestone
- Brick
- Wood
- Other _____

Window Trim

- Limestone
- Brick
- Wood
- Other _____

Fascias and Soffits

- Wood
- Other _____

Lighting

- New
- Existing
- Type _____
- Material _____
- Color _____
- Size _____

Maintenance & Repair

- Tuckpointing
- Cleaning with water
- Cleaning with chemicals – type: _____
- Cleaning with sandblasting (not allowed with brick)
- Painting
- Other _____

Chimney Material

- Brick
- Stone
- Stucco
- Other _____

Roofing

Primary Roof Material

- Wood Shingles
- Composition Shingles
- Slate
- Clay Tile
- Metal
- Other _____
- Color of Material _____

Flashing Material

- Copper
- Other
- Metal

Gutters and Downspouts

- Copper
- Aluminum
- Other _____

Terraces and Patios

- Bluestone
- Brick Pavers
- Concrete Pavers
- Poured Concrete
- Other _____



44' WIDE

Awning Replacement
401 N Pine St view



5' DOOR

Awning above door

66' WIDE

7' WINDOW

Awning - not wrap around

PIPPY'S
FAST FOOD
Phone
763-6734

DINE-IN
or
CARRY OUT
We Deliver

Sandwiches
• BEEF
• BBQ BEEF
• SAUSAGE
• CHICKEN
• CYROS
• FISH

HOT DOGS
• Hamburgers
• Cheeseburgers
• TACOS &
• BURRITOS

BBQ RIBS
Perch
Dinners
Jumbo
Shrimp

7' W

awning replacement fabric

401 N. Pine St.





crop

About 1908



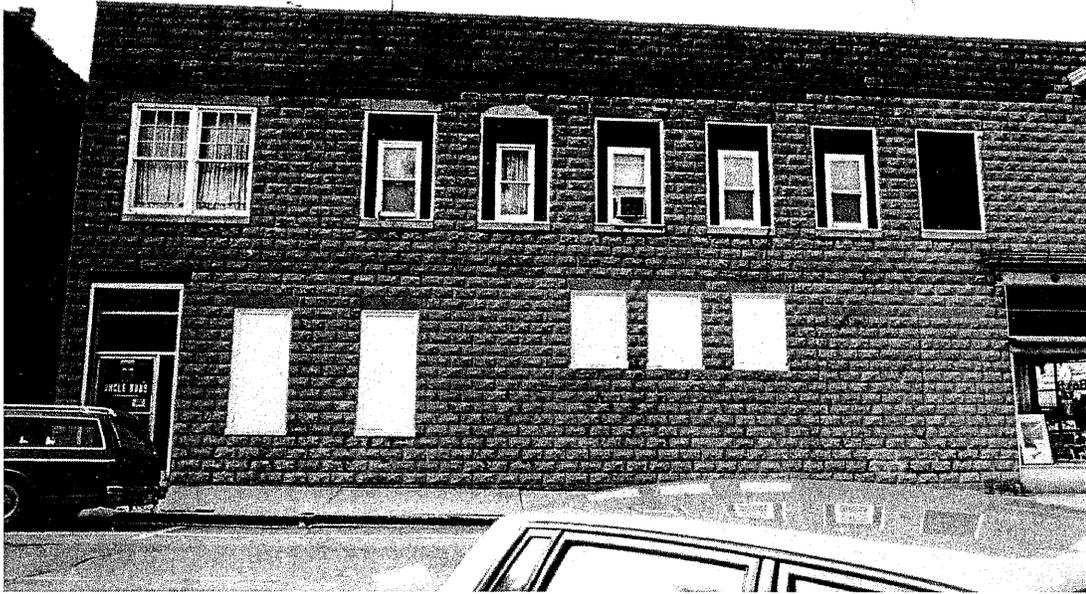
**LOOKING NORTHWEST ON PINE ST. FROM WASHINGTON ST. - NOVEMBER 1975
AT LEFT: TOBIN DRUGS, ROGAN'S SHOES. AT RIGHT: COAST TO COAST, VERICK'S SHOES.**



**BEACH BED TANNING AND UNCLE BOB'S SANDWICH SHOP ON NORTHWEST
CORNER OF N. PINE ST. AND WASHINGTON ST. ABOUT 1992**



**BEACH BED TANNING AND UNCLE BOB'S SANDWICH SHOP ON NORTHWEST
CORNER OF N. PINE & WASHINGTON STREETS. ABOUT 1992**



LOOKING NORTH AT SIDE VIEW OF BEACH BED TANNING AND UNCLE BOB'S SANDWICH SHOP ON NORTHWEST CORNER OF WASHINGTON & N. PINE STREETS. ABOUT 1992



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7D

DATE: September 26, 2019

SUBJECT: Façade Grant Program

SUBMITTED BY: Megan Watkins, Assistant City Administrator/Zoning Administrator

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

DETAILS:

Luanne Clark is requesting approval of a Façade Grant Program located at 401 N. Pine Street. The proposed project consists of:

Installation of a three awnings. The applicant proposes to install a new front awning to replace the existing one, and two additional new awnings on the south façade facing E. Washington Street. These two new awnings will cover the side entrance, which measures 5 feet wide, off E. Washington Street, and the window that wraps around from the front façade storefront display windows – a side display window, which measures 7 feet wide. The applicant proposes a watershed-designed canvas awning with stripes, similar to the awning currently installed with different coloring – green and white wider stripes (right side of included application photograph of material). The applicant does not propose any lettering on the awning.

- The applicant is to confirm condition of the transoms on the front façade facing N. Pine Street and whether all awnings can be installed beneath the transoms on both facades.
- The applicant is to confirm the height and depth of the awning and whether the awnings will be installed at the same height on the south side façade facing E. Washington Street.

If the HPC approves this application, staff recommends that the approval be contingent on satisfying the recommendations in Graef's memo and the following contingencies:

- Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.
- If the project is not completed and if the façade grant is not disbursed within twelve months, the HPC reserves the right to rescind the allotted grant amount.

FINANCIAL REMARKS:

The estimated project cost at 401 N. Pine Street is \$8,856.72. If the Façade Grant is approved by the HPC the grant should not exceed \$4,428.36. The remaining available façade grant balance would be \$4,797.21.

EXECUTIVE ACTION:

This item is for consideration to approve the Façade Grant Program at the September 26, 2019 Historic Preservation Commission meeting.



CITY OF BURLINGTON

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

**FAÇADE GRANT STAFF MEMORANDUM
 CITY OF BURLINGTON HISTORIC PRESERVATION COMMISSION**

Date: September 16, 2019

Applicant Address & Name: Luann Clark - 401/409 N. Pine Street

Project Overview/ Applicant's Request:	Submitted
<p><i>Replacement of front awning, addition of side awning</i></p> <p>Staff Comments: <i>Application received 9/1/19</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
Application Checklist for Staff Review:	
<p>1. COA application received and/ or sign permit application received and/or approved by HPC</p> <p>Staff Comments: <i>COA has been received and has yet to be reviewed/approved by the HPC</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
<p>2. Are there eligible project uses per the Façade Grant Policy?</p> <p>Staff Comments: <i>See City Planner's memorandum for the COA application recommendations</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> See Note</p>
<p>3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.</p> <p>Staff Comments: <i>Total Estimated Project Cost: \$8,856.72 (50%=\$4,428.36) Total allowed facade grant: \$4,428.36</i></p> <p><i>Note: This property has previously received \$7,968.15 in facade grants (2001 & 2017)</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
<p>4. Status of City owed taxes, payments and fees</p> <p>Staff Comments: <i>Taxes and utilities are current.</i></p>	<p align="center">See Contingencies</p>
Staff Recommendation (contingencies listed):	
<p><i>The applicant is <u>eligible for a façade grant in the amount not to exceed \$4,428.36</u> . Staff suggests that approval be <u>contingent</u> on satisfying the following contingencies:</i></p> <ul style="list-style-type: none"> • <i>Satisfy any recommendations in City Planner's memo for the COA as indicated by the HPC.</i> • <i>Applicant will provide invoices and/or receipts and lien waivers to the HPC to ensure compliance with the original application.</i> • <i>Applicant will wait to perform this work until Common Council takes final action on approval.</i> • <i>Applicant will obtain all required permits and the Building Inspector will monitor the project and must provide final approval prior to grant reimbursement.</i> • <i>All taxes, payments, fees owed to the City by the applicant must be paid prior to reimbursement of grant funds.</i> <p><i>If the project is not completed and if the façade grant is not disbursed within one year, the HPC reserves the right to rescind the allotted grant amount.</i></p>	



Official Use Only
 Date Received 9/16/19
 Application No. _____

City of Burlington

Historic District Façade Improvement Grant Application

Project Address: 401-409 N. Pine St. Burlington, Burlington, WI

Applicant Name: Ludane Clark

Owner Name: Ludane Clark

Name of Business: _____

Telephone Number: 758-4139 Facsimile Number: _____

E-Mail Address: ludaneclark6@icloud.com

Applicant Mailing Address: 200 Meadowlark dr. #12 Burlington

Does the applicant own the project building? Yes No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

Will you be using the services of an architect or engineer? Yes No

If yes, list your architect or engineer of preference: _____

Description of Project: Replacement of awning - adding new awning in the front of side of property

Estimated Project Cost (include quotes/bid for proposed work): _____

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

Proposed start date: _____

Proposed completion date: _____

What is (are) the existing use(s) of the building? Restaurant

Will this project proposal cause a change in the building's use? no

If so, please explain. _____

Do you intend to apply for the Historic Preservation Tax Credit on this project? Yes No

As a part of this application, if your project includes any improvement with the exception of only signage, you must complete the attached "Application for the Certificate of Appropriateness".

Ludane Clark
 Signature of Applicant

Ludane Clark
 Signature of Property Owner

Ludane Clark
 Print Name

Ludane Clark
 Print Name

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

NORTHROP Awning Company 1890

411 South Pearl Street
 Janesville, Wisconsin 53548
 608-754-7158 608-754-7890 (fax)
 262-949-2707 (Linda Stevenson Cell)

Date 9-14-19

Name Flippies Fast Food
 Mailing Address 401 Pine St.
Burlington, WI 53105
 Install Address same
Luanne Clark
 Phone 262-758-4139
 Alternate Phone _____
 Email luanneclark6@icloud.com

Product Awning
 Material/Color Beaufort Forest Green / natural 6 bar stripe
 Awning Style Stationary Shed
 Frame Type pipe Frame Color mill
 Valance Type - Fixed Hanging None
 Wing Type - Closed Open Decorative
 Valance Size 8" Scallop C
 Binding/Braid forest green

	Item	Price
Fabricate and install 3 new awnings for Flippies. Frame will be welded aluminum with acrylic fabric .		
Approximate size: 1 awning across front to replace existing awning 42' wide x 4' 6" drop (includes 6" valance) x 4' proj.	replace awning fabric	\$6,465.00
Design, fabricate and install two new awning over south side of building . Awning frame will be welded aluminum with acrylic fabric top.	New awning	\$980.00
Approximate size: 7'2" wide x 4'6" drop (includes 6" valance) x 4' proj	New door canopy	\$950.00
One over door - Approximate size: 5'6" wide x 4' 6" drop (includes 6 " valance) x 4' proj		
	Sub-Total	\$8,395.00
	Sales Tax	\$461.72
	Total	\$8,856.72
	Deposit	\$4,197.50
	Balance	\$4,659.22

Customer Signature _____ Date _____
Linda Stevenson
 Salesperson

MAKE CHECKS PAYABLE TO:
NORTHROP AWNING COMPANY A
 4% processing fee will be
 charged on all credit card sales
Balance due in full on completion of work.

The above sale is made under the following terms and conditions: It is agreed that the sale of this merchandise cannot be cancelled by the buyer for any reason without paying the seller's cost up to the time of cancellation which must be made in writing and delivered to seller. Seller cannot be held responsible for problems caused by pre-existing conditions. Date of delivery or installation is contingent upon supply availability. Seller cannot be held responsible for delay due to supply availability. Payment in full shall be due upon completion of the above merchandise or work. The seller shall take any and all measures necessary, including exercise of seller's Lien Rights, to insure payment. The buyer shall be responsible for any cost incurred, including court costs and attorney's fees, needed to collect payment in full. The buyer hereby acknowledges receipt of Right to Cure brochure and warranty information.

Warranty Information

Northrop Awning Company, hereby warrants that all awning frames and fabric covers furnished and work performed will be free from defects due to defective materials or workmanship for a period of (1) year from the date of completion. Accidental or willful damage by others to any part of the awning frames, wall attachment or fabric covers is not included in warranty.



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 8A

DATE: September 26, 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.

DETAILS:

Attached please find the Façade Grant Funding report for Round 9 dated September 16, 2019 with \$4,797.21 remaining. Round 8 dated September 16, 2019 with a balance of \$0.00 with 3 properties under construction.

EXECUTIVE ACTION:

This item is for discussion only at the September 26, 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 expired	\$ 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	\$5000 Recinded by applicant	Recinded by applicant	Recinded by applicant
Brian Torgerson	164 E. Washington St. (side)	\$9,241.51		Council approved 6 months	1/29/2019	8/31/2019	\$4620.76 Recinded by applicant	Recinded by applicant	Recinded by applicant
Brian Torgerson	164 E. Washington St. (rear)	\$9,400.00		Council approved 6 months	1/29/2019	8/31/2019	\$4700 Recinded by applicant	Recinded by applicant	Recinded by applicant
Teacher Place	533 Milwaukee Ave.	\$16,061.00	\$5,000.00		5/23/2019	5/23/2020	Pending	Pending	Pending
Teacher Place	541 Milwaukee Ave.	\$11,182.00	\$5,000.00		5/23/2019	5/23/2020	Pending	Pending	Pending
Dustin & Molly Elsbury	164 E. Washington St. (front)	\$27,037.25	\$5,000.00		6/27/2019	6/27/2020	Pending	Pending	Pending
Dustin & Molly Elsbury	164 E. Washington St. (side)	\$16,692.81	\$5,000.00		6/27/2019	6/27/2020	Pending	Pending	Pending
Dustin & Molly Elsbury	164 E. Washington St. (rear)	\$14,850.30	\$5,000.00		6/27/2019	6/27/2020	Pending	Pending	Pending
Bevin Dawson	488 Milwaukee Avenue (West)	\$16,015.49	\$5,000.00		7/25/2019	7/25/2020	Pending	Pending	Pending
Bevin Dawson	488 Milwaukee Avenue (North)	\$48,120.76	\$5,000.00		7/25/2019	7/25/2020	Pending	Pending	Pending
Bevin Dawson	488 Milwaukee Avenue (East)	\$15,292.35	\$4,475.57		7/25/2019	7/25/2020	Pending	Pending	Pending

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

Updated: 9/16/2019

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



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 8B

DATE: September 26, 2019

SUBJECT: Discussion regarding off-site signage/items including signage on the sidewalk in front of a business (excluding sandwich signs), and items for sale and/or displayed on the sidewalk in the HPO district.

SUBMITTED BY: Carina Walters, City Administrator

DETAILS:

In light of the recent city-wide study completed by Roger Brooks in 2018, attention to the aesthetics of the downtown has reach the forefront. Commissioner O'Brien recently requested a discussion amongst the HPC members regarding what types of outdoor décor and/or signage should be allowed off of the main business' building on city property.

Historically, the City has allowed minor décor in front of a building, but has not allowed off-site signage per Ch. 315-65A(7) of the Municipal Code. Recently, due partially in part of Roger Brook's recommendations, businesses have been "dressing up" their entryways with flowers, benches and small décor. Other businesses; however, have been adding items for sale in front of their business and/or adding off-site signage by providing an "it sold on premise". Further, there are some businesses that are hanging clothing from the street tree or their building. While these items have not been viewed as bothersome in the past and the City has not received complaints, these items are now more noticeable with the recent surge of decorated storefronts.

Staff seeks recommendations from the HPC regarding the aesthetic of the downtown in respect to outdoor décor (i.e. plants, benches, signs, etc.), as well as off-site signage (i.e. at another business, on a sign in a plant in front of the business, etc.). Based on the recommendation, the City can remain status quo or amend ordinances as appropriate. Should an ordinance be requested, the ordinance(s) would come before the HPC, Plan Commission and the Common Council, as well as have a public hearing with notification to all owners within the HPO district.

It should be noted, per Ch. 315-74A(1) each business is allowed one sandwich board signs in the HPO district.

ATTACHMENTS:

Attachment A: Burlington examples of off-site signage and displayed items

Attachment B: Roger Brook's recommendation

Attachment C: Ch. 315-65 – Prohibited signs

Attachment D: Ch. 315-74 – Sandwich board signs

Attachment E: Ch. 315-140 - Sign definition

Attachment F: Ch. 238-1 - Obstructing streets and sidewalks

Attachment G: Ch. 315-42 – HPO District

Attachment A



gladys
flowers & gifts
traditional florist with a twist
Weddings & Exquisite Custom Designs

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We Are
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APFD

Hours
Mon-Fri
9am-5pm

Chic & Unique
CONSIGNMENT BOUTIQUE

Chic & Unique
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STOP

CROSS TRAFFIC
MAY NOT STOP

Handicap Accessible

CHASE

Chic + Unique
BAG 1 From
Lauren
● = \$3
● = \$5
● = \$7
● = \$10
● = \$15

FREE
MAGA
COURT
Burlington

Nature's Vault

BURLINGTON FLOWERS

WATCH & CLOCK REPAIR

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\$45 Off Tuxedo Rentals

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A list
2014 WINNER
Burlington Flowers and Interiors
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AS CHOSEN BY THE VOTERS OF THE ALL-STATE OF WISCONSIN





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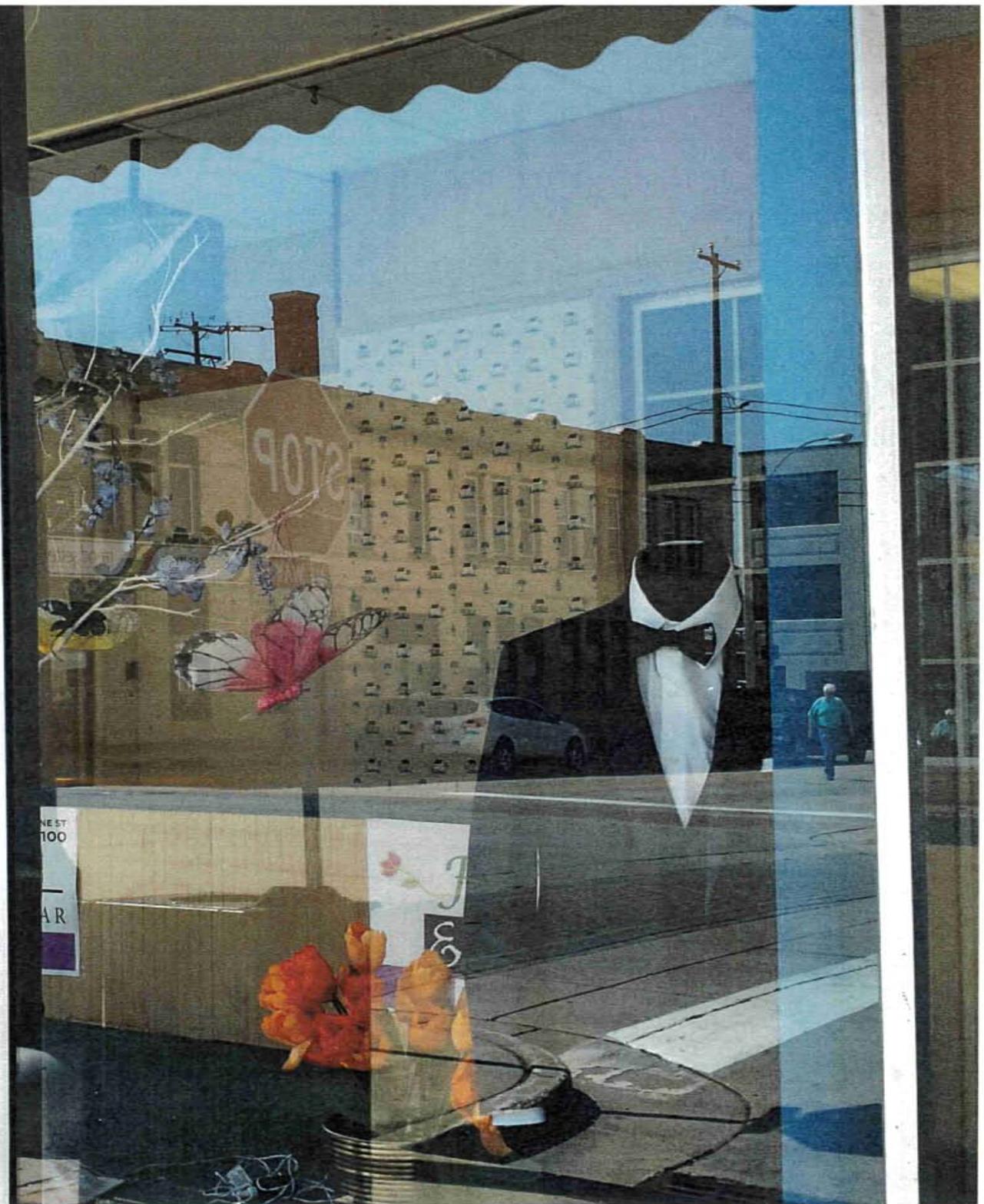
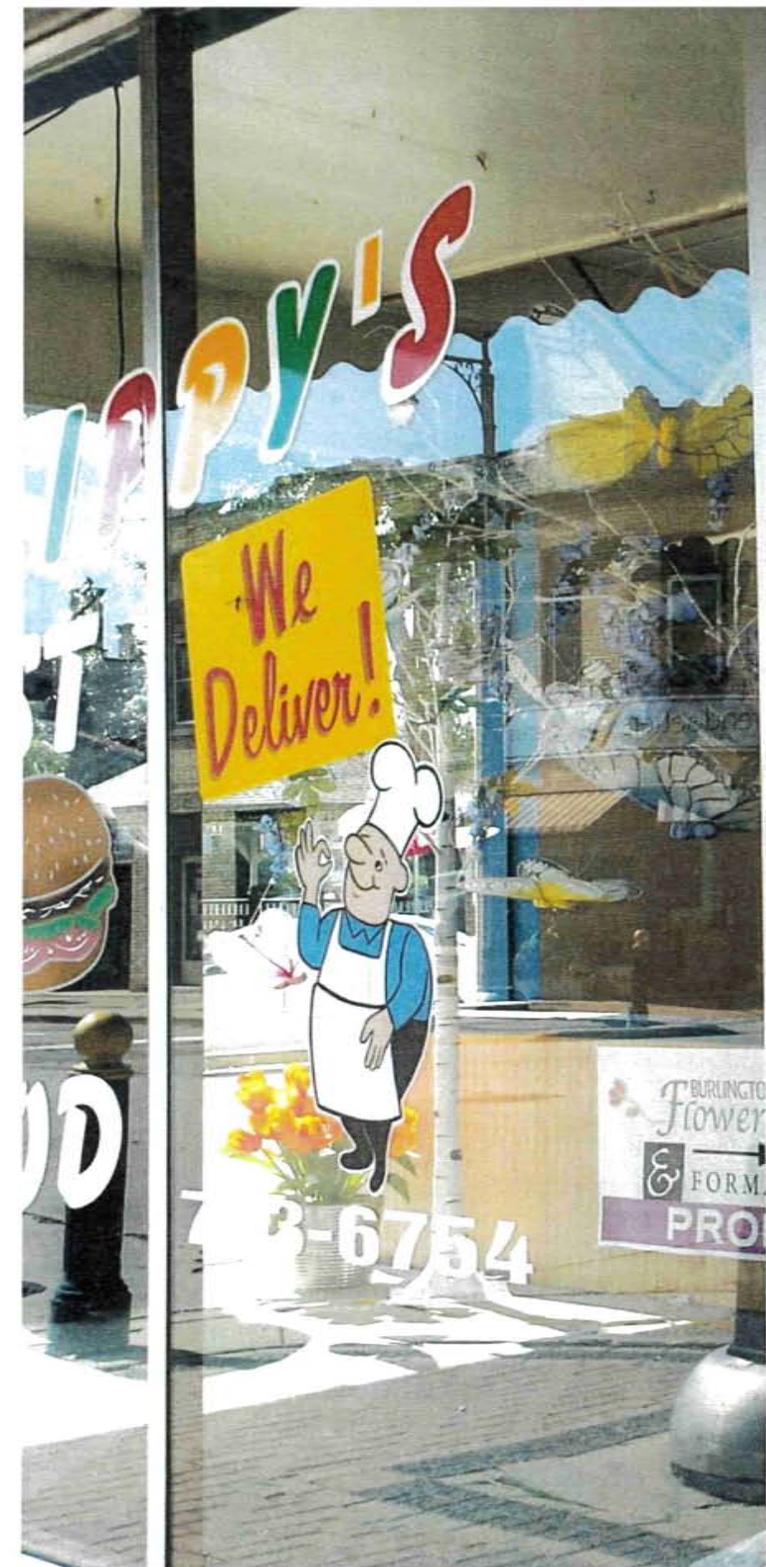
2 HOUR PARKING
9:00 AM TO 6:00 PM
SECOND HOUR FREE

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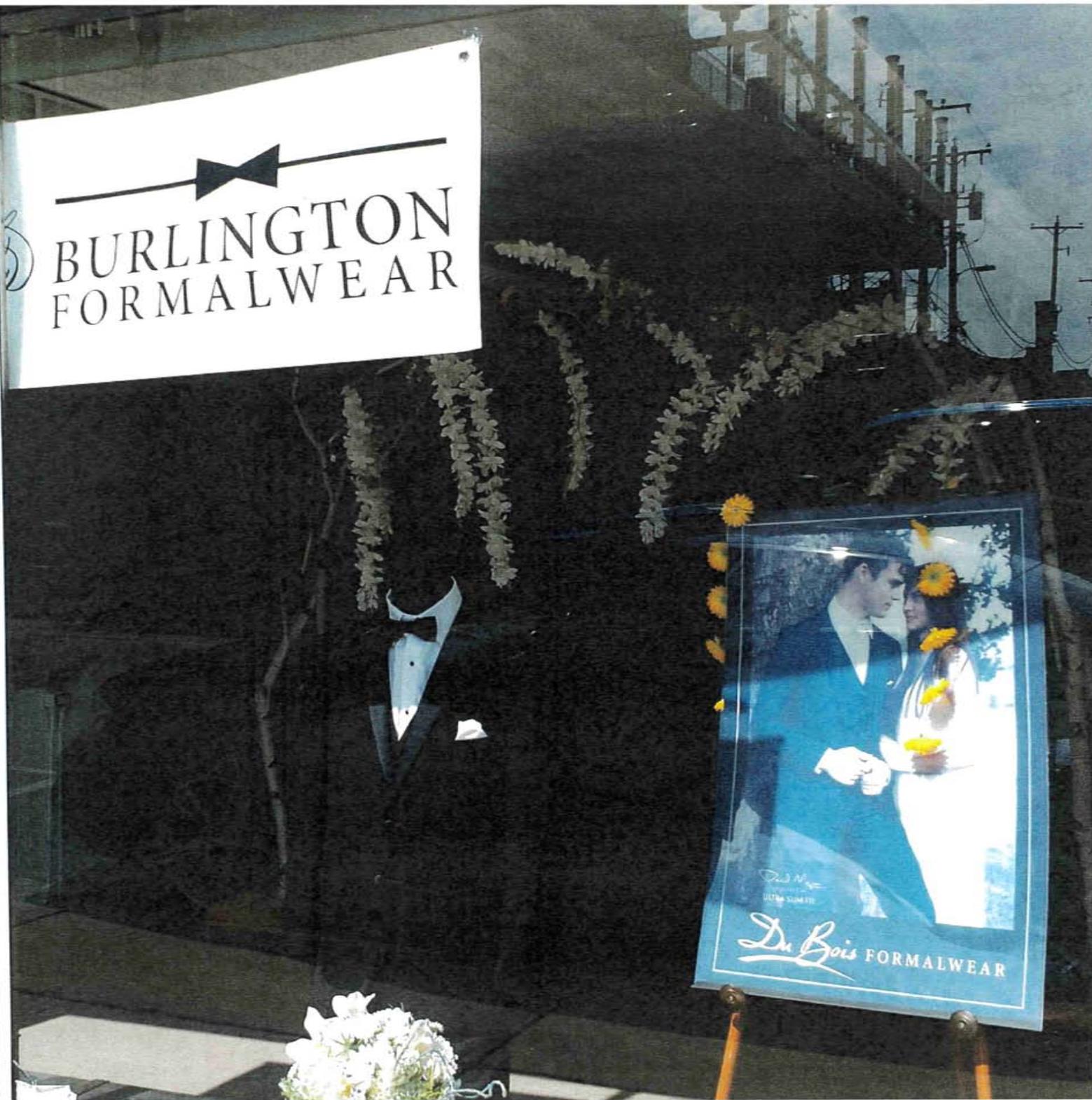
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BURLINGTON
Flowers
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BURLINGTON
FORMALWEAR



Attachment B



Burlington & Waterford

Assessment Findings & Suggestions

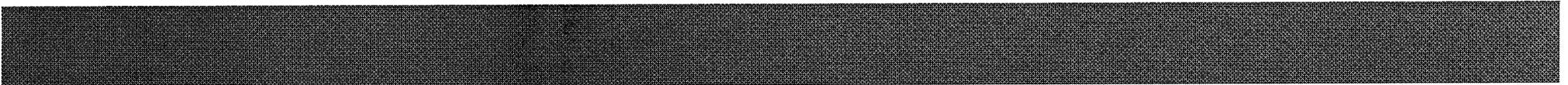


Fast Fact #1

Downtowns are critical to your success

The heart and soul of any community - besides
its people - is its downtown.

If you don't hang out in your downtown,
neither will visitors.



FAST FACT



Curb appeal can account for up to
70% of first-time sales
at restaurants, golf courses, wineries,
retail shops and lodging facilities.



53

Great job: Extend window displays to exterior space. No to clothes racks.



Fantastic job here! Blade signs, not as much need for sandwich boards.



Making it beautiful:

The power of curb appeal

Extend window displays to exterior spaces.

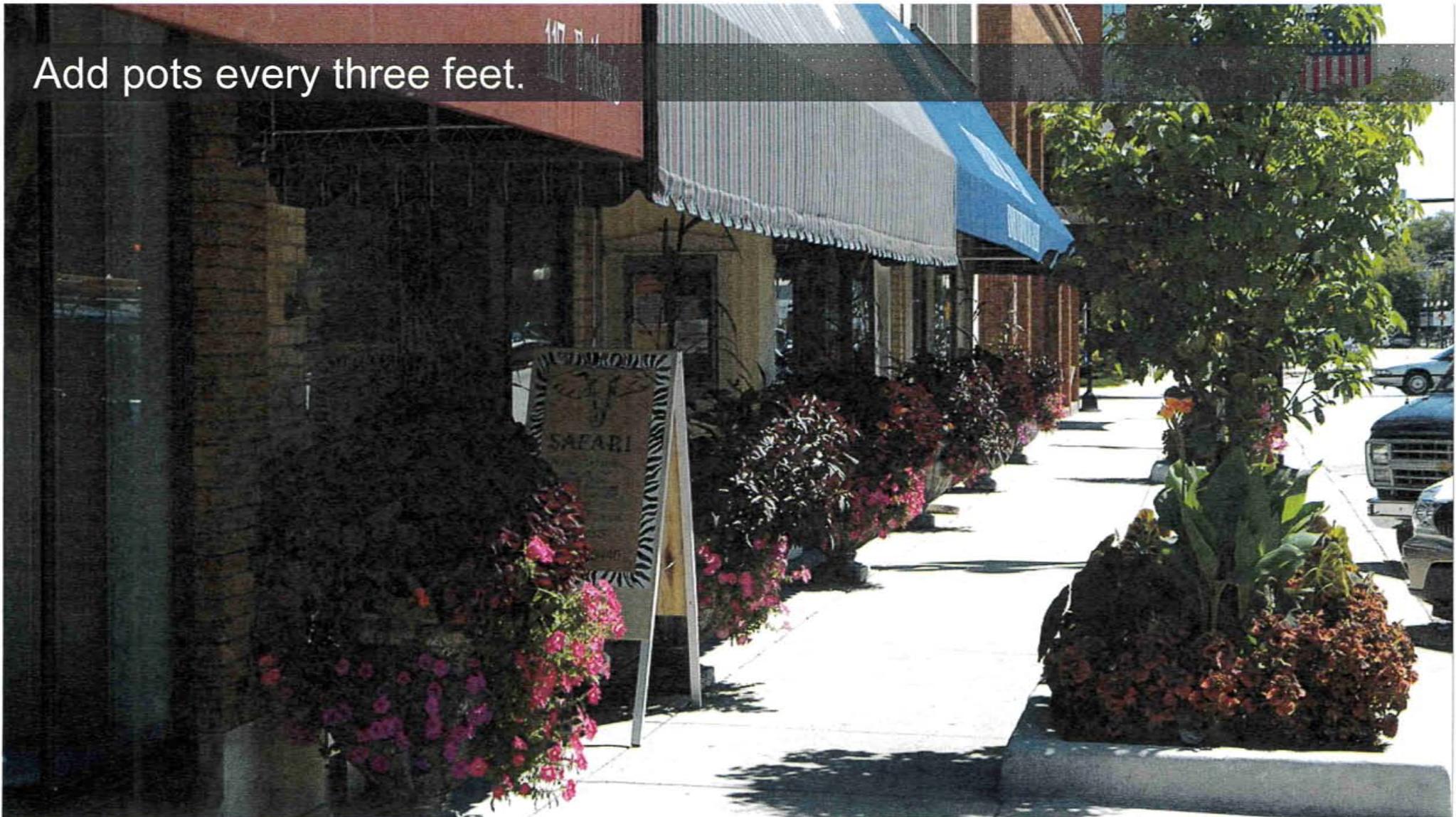




The ingredients of outstanding “curb appeal”

1. Extensions of window displays to exterior spaces
2. Blade signs
3. Benches & beautification
4. Facade appeal
5. Window displays
6. Sidewalk dining & umbrellas

Add pots every three feet.



57 Plan on 20 benches in three blocks, each flanked with pots.



FOREVER BEADING
BEADS CLASSES & MORE

OPEN

2 HR
PARKING
9:00 AM
TO 6:00 PM
DAILY
EXCEPT
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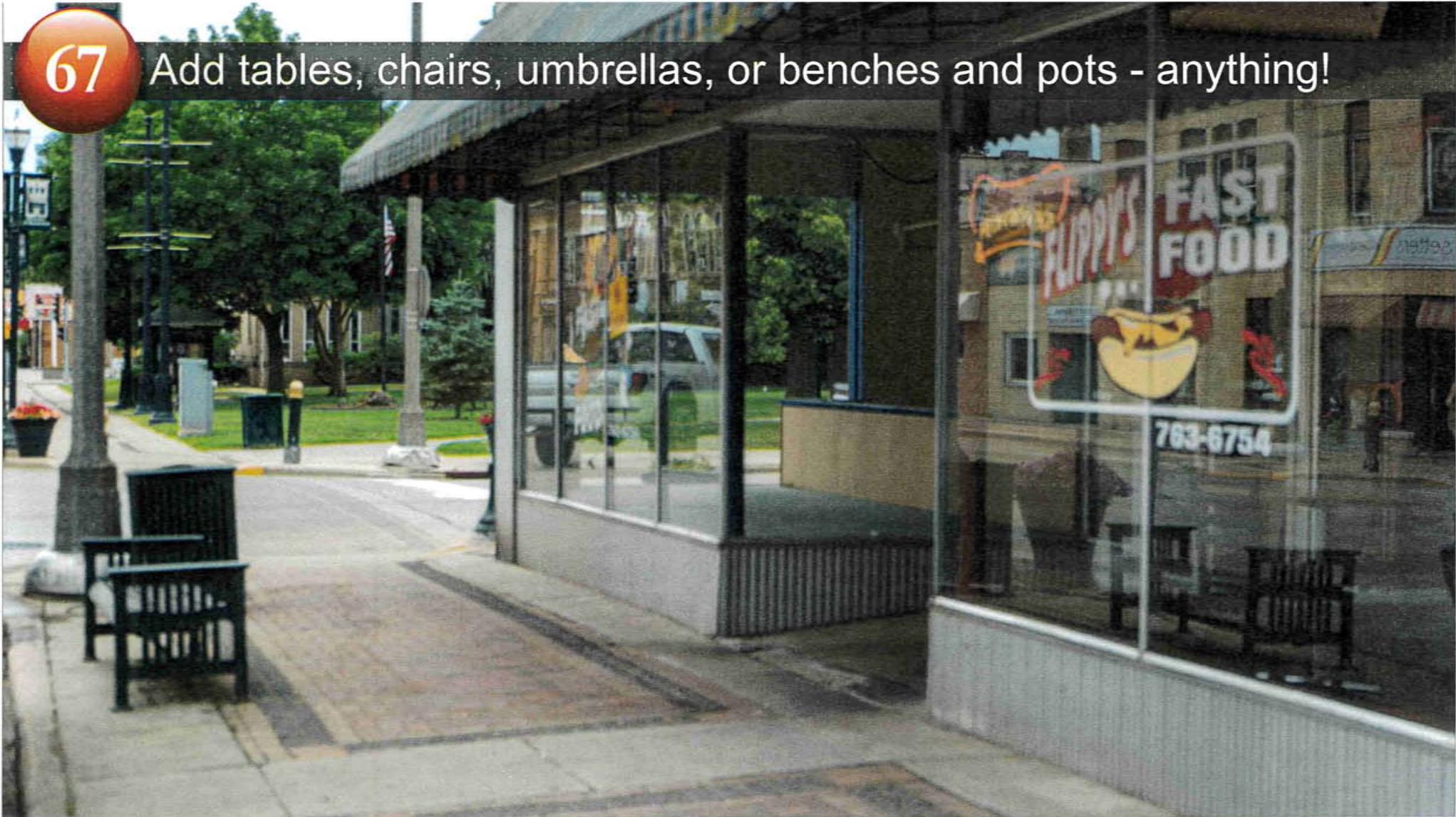
61

This should be Burlington's signature showpiece. Make it shine!

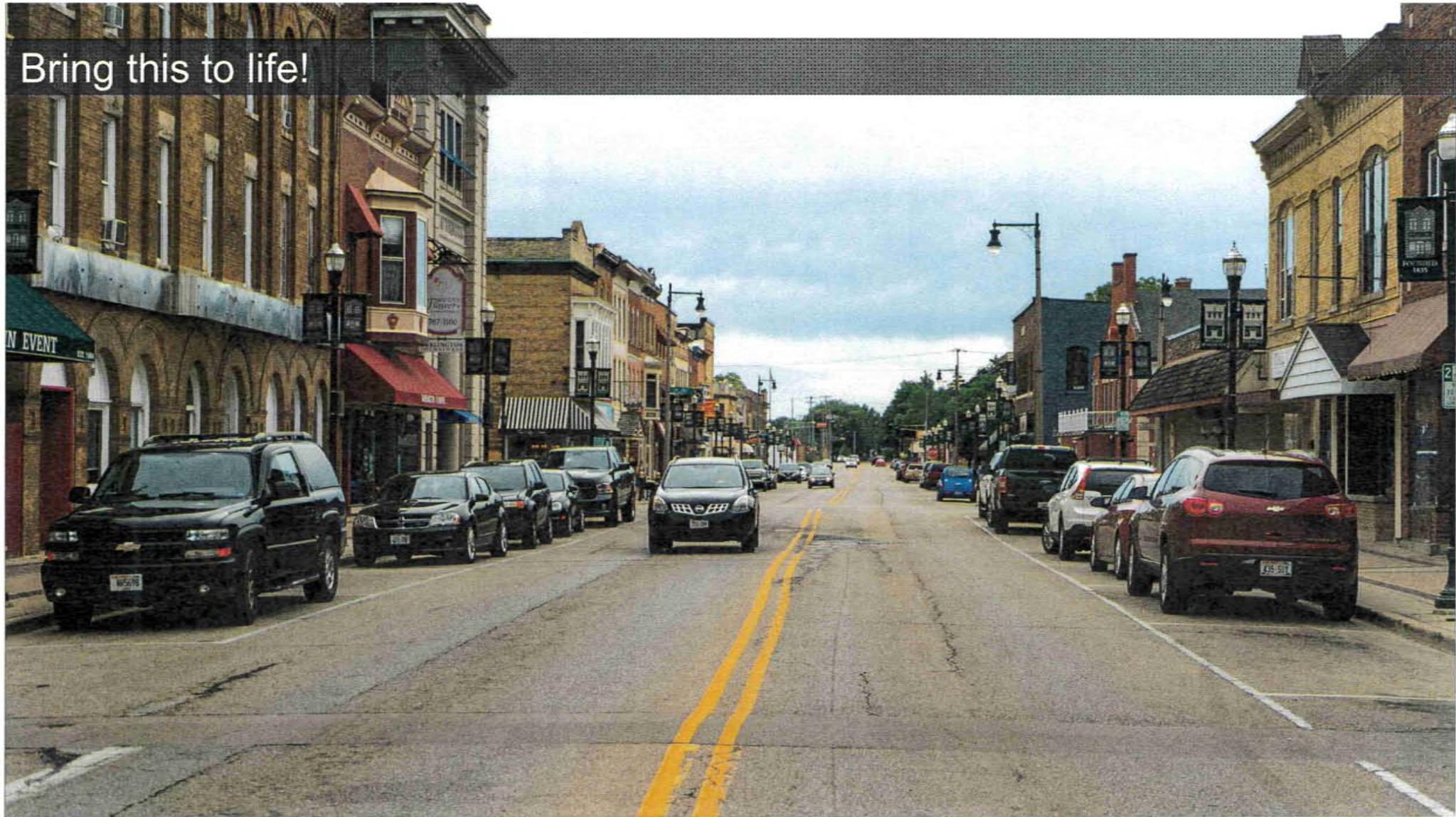


67

Add tables, chairs, umbrellas, or benches and pots - anything!



Bring this to life!



Attachment C

Chapter 315. Zoning

Article VII. Signs

§ 315-65. Signs prohibited in all zoning districts.

[Amended 4-2-2008 by Ord. No. 1855(27); 11-18-2003 by Ord. No. 1740(20); 3-4-2014 by Ord. No. 1978(12)]

- A. The following signs are hereby prohibited in all zoning districts in the City of Burlington unless a variance is granted by the Zoning Board of Appeals pursuant to the requirements of this chapter:
- (1) Any sign displaying flashing or intermittent lights or lights of changing degrees of intensity, except a sign meeting the requirements of § 315-70F.
 - (2) Any sign that obscures or interferes with a sign displayed by public authority for the purpose of giving traffic instructions or direction or other public information.
 - (3) Any sign that obstructs a clear view to and from traffic along any public street right-of-way, entrance, or exit.
 - (4) Any sign that uses the word "stop" or "danger" or otherwise presents or implies the need or requirement of stopping or caution of the existence of danger or which is a copy or imitation of or which, for any reason, is likely to be confused with any sign displayed by public authority.
 - (5) Any sign that obstructs any window, door, fire escape, stairway, ladder, or opening intended to provide light, air, ingress or egress for any building, as required by law. No sign shall be attached to a standpipe.
 - (6) Any sign or illumination that causes any direct glare into or upon any building, other than the building to which the sign may be related.
 - (7) Off-site and off-premises signs which advertise businesses, establishments, activities, goods, products, facilities, or services or other message not made, produced, sold, or present on the premises or site where the sign is installed and maintained, other than those which are permitted under § 315-64 or 315-71 of this chapter.
 - (8) Inflatable advertising devices or signs exceeding 10 consecutive days in any one-month period.
 - (9) Portable trailer signs, either fixed or movable, exceeding 10 consecutive days in any one-month period.
 - (10) Off-premises directional signs except as provided for by § 315-71B of this chapter.
 - (11) Any sign that violates any provision of any law of the State of Wisconsin relative to outdoor advertising.
 - (12) Snipe signs which do not identify a public utility such as a public telephone or which do not identify a recognized and/or real danger to public safety.
 - (13) Sandwich signs. In accordance with § 315-74A(1), one freestanding sandwich sign not exceeding a maximum of six square feet per sign face may be permitted per business when such sign does not constitute a public safety or traffic hazard as determined by the Zoning Administrator.
 - (14) Any sign located within a public right-of-way except as provided by this chapter.
 - (15) Wall signs which are painted directly upon walls except wall murals that have been reviewed and approved by the Common Council, Plan Commission and Zoning Administrator.
 - (16) Signs as a principal use in any zoning district except as otherwise provided for in this chapter.
 - (17) The posting of any signs on any permanent or temporary structure or building, pole or tree located in any public street right-of-way, public park, or other public way or place within the City of Burlington except as permitted under the provisions of this chapter.
 - (18) Vehicles or other property with "For Sale" signs when located within any public right-of-way.
 - (19) Signs mounted to fences except as permitted under the provisions of this chapter.
 - (20) Statues used for commercial purposes.
 - (21) Temporary signs affixed to permanent signs.
 - (22) Signs painted or mounted on rocks or other natural features or affixed to trees.
 - (23) A sign on a motor vehicle or trailer parked on public or private property so as to be seen from the public right-of-way for more than three consecutive hours, which has attached thereto or located thereon any sign for the purpose of advertising a product or directing people to a business activity.
 - (24) A sign of any character, including any sign advertising the exact nature and kind of business conducted on the premises, for the exhibition, by posting, painting or in any other manner displaying, of any statement, word, character, or illustration of any obscene or indecent nature.
 - (25) Those signs which are prohibited by this chapter.
 - (26) Searchlights for commercial purposes.

Attachment D

AN ORDINANCE TO AMEND CHAPTER 315-74, "SIGNS IN HISTORIC PRESERVATION OVERLAY (HPO) DISTRICT" OF THE CODE OF THE CITY OF BURLINGTON

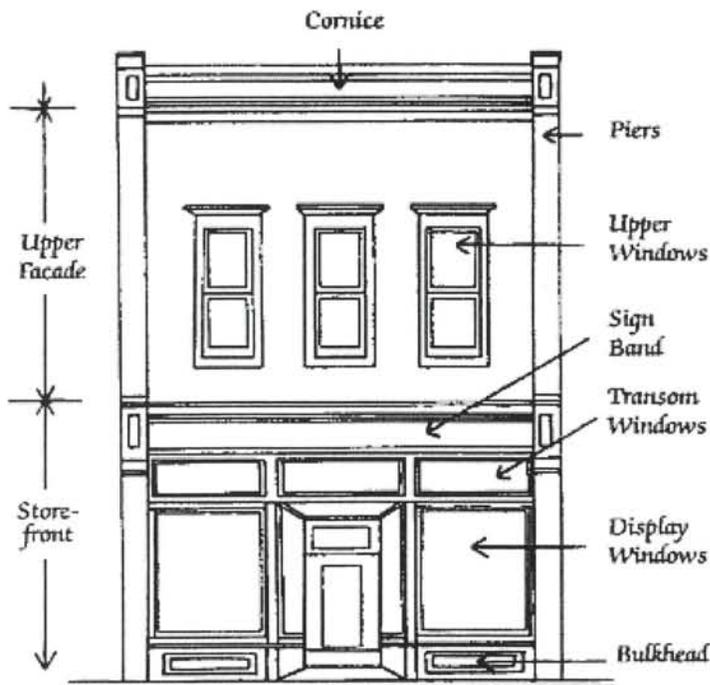
I. Chapter 315-74 of the Code of the City of Burlington, Racine County, Wisconsin, "Street Façade Signs in HPO Historic Preservation Overlay District" is hereby amended as follows:

In addition to the requirements set forth in other sections of this chapter, signs located in the HPO District shall also conform to the additional standards indicated below. Where conflicts exist between the standards set forth in other sections of this chapter and this section, the standards set forth in this section shall prevail in the HPO District.

A. Signs prohibited in the HPO District. In addition to those signs prohibited in all zoning districts as set forth in § 315-65 of this chapter, the following signs shall be prohibited in the HPO District:

(1) Freestanding signs prohibited. No freestanding signs shall be permitted in the HPO District. Notwithstanding the prohibition of sandwich signs set forth in § 315-65, one freestanding sandwich sign not exceeding a maximum of six square feet per sign face may be permitted per business in the HPO District when such sign does not constitute a public safety or traffic hazard as determined by the Zoning Administrator.

(2) Plastic formed facade signs prohibited. No plastic formed signs or signs formed from plastic-like materials shall be permitted in the HPO District unless such materials simulate historic signage.



B. Wall, fascia (including transoms), and awning signs.

(1) Placement of wall, fascia (including transoms), and awning signs. All wall, fascia (including transoms), and awning signs shall be placed below the upper edge of the traditional building sign band as indicated below. No wall, fascia, or awning signage shall

Attachment E

Article XIV: Definitions

§ 315-140 Word usage and definitions.

SIGN

Any object, device, display, structure, supporting structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, religious group, product, service, event, or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, illumination, or projected images. Signs do not include the flag or emblem of any nation, organization of nations, state, county, city, town, or religious, fraternal, or civic organization, nor do they include merchandise and pictures or models of products or services incorporated in a window display, works of art which in no way identify a product, or scoreboards located on athletic fields.

SIGN, ABANDONED

A sign which no longer correctly advertises a bona fide business, lessor, owner, product, or activity conducted or product available on the premises where the sign is displayed or elsewhere.

SIGN, AREA OF

The total surface of a sign, including its background and frame but not structural supporting elements outside its frame. Where a sign is composed of letters, characters, or symbols applied to a frame or to a background which provides no border or frame, the area of the sign shall be the smallest rectangle, triangle, or circle which will include the sign display.

SIGN, AUXILIARY

A sign which provides special information such as direction, price, sales information, hours of operation, or warning and which does not include names, brand names, or information regarding product lines or services. Examples of such signs include directories of tenants in buildings, "no trespassing" signs, and signs which list prices of gasoline.

SIGN, AWNING/CANOPY

A sign which is fastened to an awning or canopy, including signs which are attached by metal screws or metal bands that are hung from, or attached to, the underside of a parapet wall or roof eave and made of any material.

SIGN, BALLOON

A sign supported by wind, air, or other gas and attached to the ground, a building, structure, or other sign.

SIGN, CONSTRUCTION

A temporary sign identifying an architect, contractor, subcontractor, and/or material supplier participating in construction on the property on which the sign is located.

SIGN, DEVELOPMENT

Any sign whose purpose is exclusively limited to the identification of a platted subdivision, condominium, or development and which names such subdivision, condominium, or development without further elaboration, display, or advertisement.

SIGN, DIRECTORY

A sign used to identify the tenants of a shopping center, business park, office park, or industrial park.

Included in this category are retailers' signs temporarily displayed for the purpose of informing the public of a sale or special offer.

SIGN, TRESPASSING

A sign intended to warn off trespassers upon the property on which the sign is located.

SIGN, UNDER-CANOPY

A sign suspended beneath a canopy.

SIGN, USE

The sign(s) permitted for each land use.

SIGN, WALL

A sign mounted parallel to a building facade or other vertical building or structure surface. Wall signs shall also include those signs which are placed below the outside edge of a building overhang and those which are placed below the lowest roofline.

SIGN, WINDOW

A sign painted or installed on a window surface for purposes of viewing from outside the premises.

Attachment F

*City of Burlington, WI
Tuesday, September 17, 2019*

Chapter 238. Peace and Good Order

§ 238-1. Obstructing streets and sidewalks.

No person shall stand, sit, loaf, loiter or engage in any sport or exercise on any public street, sidewalk, bridge or public ground within the City in such manner as to prevent or obstruct the free passage of pedestrian or vehicular traffic thereon or to prevent or hinder free ingress or egress to or from any place of business or amusement, church, public hall or meeting place.

Attachment G

City of Burlington, WI
Thursday, September 19, 2019

Chapter 315. Zoning

Article III. Zoning Districts

§ 315-42. HPO Historic Preservation Overlay District.

[Added 10-5-1999 by Ord. No. 1607(11)]

- A. District intent. The HPO Historic Preservation Overlay District is intended to:
- (1) Provide for the protection and preservation of those structures whose historic or architectural interests are valuable contributions to the character and charm of the City or areas of the City. Such structures and areas are hereby deemed to represent a community asset justifying the public regulation of such structures and areas to ensure their preservation.
 - (2) Protect the historic community character of such structures and districts whose historic or architectural interests are valuable contributions to the character and charm of the City or areas of the City.
 - (3) Effect and accomplish the protection, enhancement, and perpetuation of improvements and of districts that represent or reflect elements of the City's cultural, social, economic, political, and architectural history.
 - (4) Safeguard the City's historic and cultural heritage, as embodied and reflected in such historic structures and historic districts.
 - (5) Stabilize and improve property values.
 - (6) Foster civic pride in the beauty and noble accomplishments of the past.
 - (7) Protect and enhance the City's attractions to residents, tourists, and visitors for education, pleasure, and general welfare.
 - (8) Serve as a support and stimulus to business and industry.
 - (9) Strengthen the economy of the City.
- B. District standards. District standards shall conform to those required in the underlying basic zoning district. In addition, the design guidelines as set forth in the publication titled "Burlington Historic Downtown Main Street District: Design Quality - Standards Guidelines," as amended, published by the Burlington Historic Downtown Main Street District, shall be used by the Historic Preservation Commission, Plan Commission, and Common Council as HPO District design standards and guidelines.
- C. Recommendation of the Historic Preservation Commission. A copy of a petition for rezoning to an HPO District shall be submitted to the Historic Preservation Commission when the petition is filed with the City Clerk for review and comment. When considering a petition for rezoning for an HPO District, the Plan Commission and the Common Council, in making their respective recommendations and determinations, shall take into consideration the recommendation of the Historic Preservation Commission.
- D. Designation of historic sites and historic districts. The Plan Commission, upon referral to and the recommendation of the Historic Preservation Commission, may recommend to the Common Council the designation of historic structures, historic sites, and historic districts within the City. Such designation should, however, be based upon the criteria established in § 315-114 of this chapter. Appropriate records, including photographs and plans, shall be kept as part of the City's official zoning file.
- E. Limitation on structural or appearance changes. Structural changes shall be regulated in the following manner:
- (1) Certificate of appropriateness required. There shall be no alteration in the architectural appearance of any structure within an HPO District without the approval or conditional approval of plans for such alterations by the Common Council. In determining whether to grant approval or approve with conditions or reject the request for a certificate of appropriateness, the Common Council shall take into consideration the recommendation of the Historic Preservation Commission. The recommendation of the Historic Preservation Commission to the Common Council may be to grant approval, approve with conditions or reject the request for a certificate of appropriateness. For the purposes of this section, alterations shall include any exterior change (including painting), addition to, or demolition of any part or all of the exterior of a structure. The Common Council shall make its decision within 45 days of its receipt of the Historic Preservation Commission's recommendation regarding the application for a certificate of appropriateness. The recommendation by the Historic Preservation Commission for a certificate of appropriateness for signage, however, shall be forwarded to the Building Inspector for a final review and approval, with no Common Council approval being required. Persons who are granted a certificate of appropriateness by the Common Council are required to obtain all other permits required by this Municipal Code or by the State of Wisconsin, from the appropriate authority, for the proposed alteration.
[Amended 2-20-2001 by Ord. No. 1650(54); 12-7-2004 by Ord. No. 1762(14); 2-17-2016 by Ord. No. 2004(10)]
 - (2) Basis for approval. 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.
 - (3) Repairs, destruction and reconstruction.
[Amended 12-7-2004 by Ord. No. 1762(14)]
 - (a) Notwithstanding the provisions of § 315-84, total lifetime structural repairs, restoration, or alterations of a preservation structure may exceed 50% of the City's equalized value of the structure if the Common Council determines, upon recommendation by the Historic Preservation Commission, that the structure will be repaired, restored, or altered in a way that maintains the character of the structure and the character of the HPO District without significant alteration or change in such character. No person in charge of an historic structure or improvement in an HPO Historic Preservation Overlay District shall be granted a permit to demolish such property without review and recommendations by the Historic Preservation Commission to the Common Council.
 - (b) In the case of a two-story structure in the HPO District which has been destroyed, the Common Council may determine,

upon recommendation by the Historic Preservation Commission, that the replacement structure may be constructed as a one-story structure but in a way that maintains the historic character of the destroyed two-story structure and the character of the HPO District streetscape facade without significant alteration or change in such character.

- (4) Placement of satellite antenna dishes. [Added 8-16-2005 by Ord. No. 1784(8)]
- (a) Definition. A "satellite antenna dish" is defined as:
- [1] A dish antenna that is one meter (39.37 inches) or less in diameter and is designed to receive direct broadcast satellite service, including direct-to-home satellite service; or
 - [2] An antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via MMDS (wireless cable). Such antennas may be mounted on masts to reach the height needed to establish line-of-sight contact with the transmitter; or
 - [3] An antenna that is designed to receive local television broadcast signals; or
 - [4] Other contemporary communications devices similar to the above, as may be defined by the Federal Communications Commission, and as the above descriptions may be amended by the Federal Communications Commission from time to time.
- (b) Regulations. All satellite antenna dishes erected in the Historic Preservation Overlay District shall conform to the following regulations:
- [1] Whenever a satellite antenna dish is affixed to a building, it must be installed to avoid damaging the structure. For example, when affixed to a masonry structure, it should be attached to mortar joints, not the brick or stone.
 - [2] No more than two satellite antenna dishes are allowed on a lot or per dwelling unit, whichever is greater.
 - [3] Satellite antenna dishes shall be no larger than one meter in diameter.
 - [4] Satellite antenna dishes shall not be visible from a public street unless no signal reception is possible or reception will be substantially degraded if located in an allowed location on the lot.
 - [5] Satellite antenna dishes mounted to a tower where the total height will exceed 12 feet (as measured from surrounding grade) require a building permit.
 - [6] No signage is to be placed on satellite antenna dishes or antenna structures.
 - [7] The following satellite antenna dish placement shall not require a review for a certificate of appropriateness:
 - [a] Satellite antenna dishes, as well as other contemporary communications devices, which are located unobtrusively within the HPO District. The placement of these devices will not require a review if they are located on or near a structure so that they are not visible from the street. Specifically, the antennas should be located at the rear of the primary building or attached to the rear of the primary building (either on the rear walls or the rear slopes of the roof).
 - [8] On the front of a building. If the only possible location for the placement of a satellite antenna dish is attachment to the front of a building, either attached to the wall of the building or on the front roof slope, then the proposed design and location of the antenna, as well as any proposed screening material, must be submitted to the HPC for review. The antenna should be placed so that it is screened from view from the street or compatibly incorporated into the facade design. These options are only available if there is no other location for placement of the satellite dish antenna and it would be considered a hardship situation.
 - [9] Mounting hardware, including but not limited to wiring and poles, shall not be visible from a public street.
- (5) Revocation and expiration of certificate of appropriateness. In any case where a certificate of appropriateness has been granted by the Common Council for alterations in the architectural appearance of any structure within an HPO District and has not been established within one year after the date of granting thereof, then without further action by the Historic Preservation Commission or Common Council, the certificate of appropriateness authorization shall be null and void unless upon the showing of valid cause by the applicant, the Common Council (upon recommendation of the Historic Preservation Commission) may grant an extension of such certificate of appropriateness for a period not to exceed one year.
[Added 9-20-2011 by Ord. No. 1931(8)]

F. Permitted, accessory, and conditional uses. As per underlying basic zoning district classification.