



AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, DECEMBER 19, 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 October 24, 2019
5. Letters and Communications: None
6. Old Business:
 - A. To consider approving a new rendering of the railing for property located at 473 Milwaukee Avenue, which was presented at the July 25, 2019 HPC meeting.
7. New Business:
 - A. To consider approving a Certificate of Appropriateness (COA) and Sign Permit application from Bernard & Michelle Petersen for property located at 109 E. Chestnut Street to install a fence for outdoor seating, lighting, and a hanging sign.
 1. Motion for COA
 2. Motion for Sign Permit
 - B. To consider approving a Sign Permit application from Kevin Schuerman for property located at 372 N. Pine Street to install a hanging sign.
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, OCTOBER 24, 2019**

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

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Capra moved, and Aldermanic Representative Kott seconded to approve the minutes of September 26, 2019.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. To consider approving a Sign Permit application from Megan Schroeder for property located at 133 E. Chestnut Street to install vinyl signage on the window and door.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Aldermanic Representative Kott asked if the applicant considered installing a blade sign, and how many windows the sign will be placed on. Megan Schroeder, applicant, replied there will not be a blade sign at this moment, and the sign is on one window (center) and the door.
- Gregory Guidry, Building Inspector, explained the signs meet all the required regulations.
- There were no further comments.
- Alderman Representative Kott moved, and Commissioner Capra seconded to approve the Sign Permit.
- 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 there are a few projects pending, however, none have expired. Chairman Eisenhardt stated Round 9 still has \$4,797.21 remaining.

B. Discussion regarding items for sale and/or displayed on the sidewalk in front of a business in the HPO District.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Tanya Fonseca, Graef, provided some guidelines in a memorandum dated October 14, 2019 that is found in the October 24, 2019 meeting packet. Ms. Fonseca explained the historic district should not have over-regulated restrictions, but could provide dimensional guidelines regarding items displayed on the sidewalk. Ms. Fonseca stated she would like to create a pamphlet with measurements for sidewalk clearance, and examples of what is appropriate or not appropriate for displays on the sidewalk.
- The Commissioners had a discussion regarding items displayed outside of the businesses. Aldermanic Representative Kott commented that the plastic sandwich board signs that are white look cheap. Commissioner O'Brien stated the sandwich board signs almost have to be plastic because of the durability and weight, so the signs do not blow away. The Commissioners agreed sandwich board signs should be metal or wood like material instead of white plastic. Mr. Guidry asked if the existing white plastic signs should be grandfathered-in. The Commissioners responded no, we are trying to make the downtown aesthetically pleasing, and the business owners could have up to one year to replace them. Commissioner O'Brien further stated if a business has a blade sign, then a sandwich board sign is not necessary since drivers cannot see them anyway. Ms. Fonseca suggested items shall be placed closer to the building to avoid clutter and open the walkway. Judith Schulz, 533 Milwaukee Avenue, stated she was concerned that some tables and chairs take up a lot of space on the sidewalk. Commissioner O'Brien stated the businesses that serve food count on the extra space outside during the summer months. Mr. Guidry explained ADA requirement is a 3 foot minimum clearance for the sidewalk. Commissioner O'Brien mentioned other municipalities have ramps for the sidewalks that extend out, allowing for more space. Aldermanic Representative Kott suggested to close the loop area to traffic for entertainment and shopping.
- Chairman Eisenhardt summarized the changes on Graef's October 14, 2019 memorandum: sandwich board signs should be metal or wood like material (with staff approval), a 4½ foot clearance for items being placed on the sidewalk instead of 5 foot, responsible business should read as tenant/business owner and display windows shall be deleted in item 7.

ADJOURNMENT

Aldermanic Representative Kott moved, and Commissioner Capra seconded to adjourn the meeting at 6:16 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 6A

DATE: December 19, 2019

SUBJECT: Sign Permit for 473 Milwaukee Avenue

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:

Jonathan Thorngate, applicant, is requesting approval of a Certificate of Appropriateness located at 473 Milwaukee Avenue. The proposed project consists of:

- At the July 25, 2019 Historic Preservation Commission meeting the Commissioners agreed the applicant would come back with a rendering of a different style railing. Please see the attached minutes and previously submitted railings from the July 25, 2019 HPC meeting, and a rendering of the railing.

PROPERTY FILE HISTORY:

Year Built: 1887			
COA previously issued?	Yes: X	No:	Year: 2019 - improve façade
Previous COA project details:	2005 - sign & window		
Previous façade grants received?	Yes: X	No:	Amount: \$2,457.50
Current violations on property?	Yes:	No: X	
Violation Details:			

FINANCIAL REMARKS:

The above 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 December 19, 2019 Historic Preservation Commission 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.

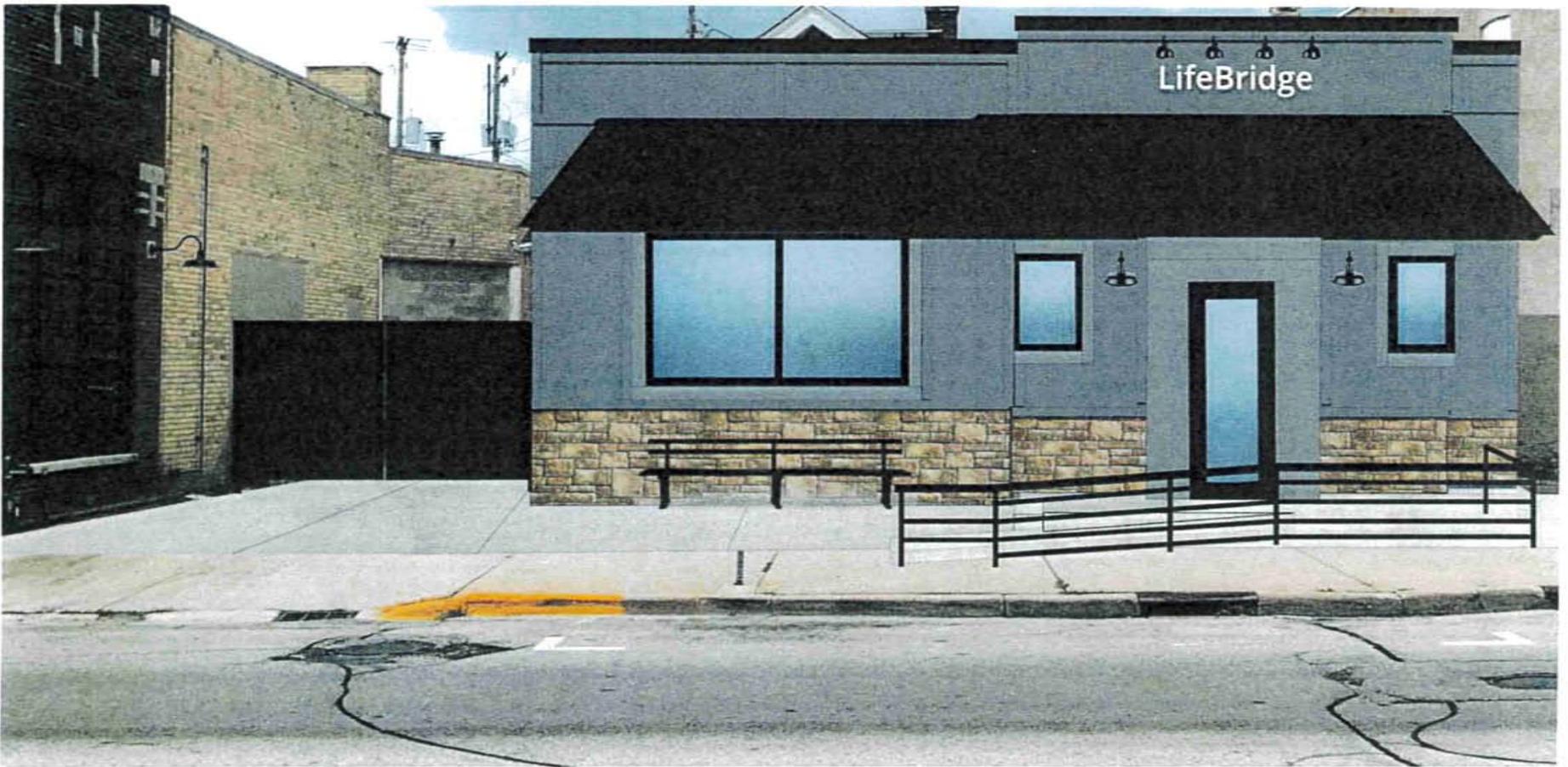
2) Motion for Sign Permit

- 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

2D Sketch w/Alley



7/25/19

3D RENDERING



7/25/19



LifeBridge

rendering



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7A (1 & 2)

DATE: December 19, 2019

SUBJECT: Certificate of Appropriateness and Sign Permit for 109 E. Chestnut Street

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:

Bernard & Michelle Petersen, owner, is requesting approval of a Certificate of Appropriateness and Sign Permit located at 109 E. Chestnut Street. The proposed project consists of:

- Adding a 40” diameter hanging sign (double-sided)
- Adding vinyl graphics on inside windows
- Adding low-voltage mini-LED bullet lights for sign illumination
- Adding outdoor seating area in the rear, including:
 - a) A wooden pergola with rope lights
 - b) A 6’ wooden perimeter fence
 - c) Exterior lights
 - d) Four tables with seating
- The proposed work would update the existing façade to reflect the future tenants: The Runaway Micropub & Nanobrewery. The proposed improvements include replacing an existing rectangular hanging sign with a new circular hanging sign and bracket (which shall project no more than 5 feet from the building), adding vinyl graphics on the inside of the windows, and adding external illumination for the signage.
- In addition to these changes to the building façade, the applications also propose the creation of a new outdoor seating area in the rear of the building. The HPO District Guidelines do not have any sections that cover this portion of the proposed improvements – the Plan Commission will be reviewing the site plan for this outdoor seating area.

PROPERTY FILE HISTORY:

Year Built: 1874			
COA previously issued?	Yes: X	No:	Year: January 26, 2012
Previous COA project details:	2012-signs		
2011-tuck-pointing, awning, signage			
Previous façade grants received?	Yes: X	No:	Amount: \$5,000 (2011)
Current violations on property?	Yes:	No: X	
Violation Details:			

FINANCIAL REMARKS:

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

RECOMMENDATION:

HPC will recommend approval, conditional approval, or denial of this Certificate of Appropriateness and Sign Permit to the Common Council.

TIMING/IMPLEMENTATION:

This item is for consideration to approve the Certificate of Appropriateness and Sign Permit at the December 19, 2019 Historic Preservation Commission meeting.



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MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF
Tanya Fonseca, AICP

DATE: December 9, 2019

SUBJECT: Review of Certificate of Appropriateness and HPO District Sign Permit for 109 E. Chestnut Street, Burlington, WI 53105

A. PURPOSE

Consider for approval a Certificate of Appropriateness application from Bernard & Michelle Petersen to make the following changes to the property located at 109 E. Chestnut Street:

1. Add a 40" diameter hanging sign (double-sided)
2. Add vinyl graphics on inside of windows
3. Add low-voltage mini-LED bullet lights for sign illumination
4. Add an outdoor seating area to the rear of the building, including:
 - a. A wooden pergola with rope lights
 - b. A 6' wooden perimeter fence
 - c. Exterior lights
 - d. Four tables with seating

B. RECOMMENDATION

Based upon the review of submitted materials for 109 E. Chestnut Street, the Historic Preservation Commission will recommend to the Common Council the **APPROVAL, CONDITIONAL APPROVAL, or DENIAL** of the proposed applications for a Certificate of Appropriateness HPO District Sign Permit. This decision will be determined at the next Historic Preservation Commission meeting – December 19, 2019.

C. TYPE & CHARACTER OF RENOVATIONS

Bernard & Michelle Petersen have submitted applications for a Certificate of Appropriateness and HPO District Sign Permit for 109 E. Chestnut Street. The proposed work would update the existing façade to reflect the future tenant: The Runaway Micropub & Nanobrewery. The proposed improvements include replacing an existing rectangular hanging sign with a new circular hanging sign & bracket, adding vinyl graphics on the inside of the windows, and adding external illumination for the signage.

In addition to these changes to the building façade, the applications also propose the creation a new outdoor seating are in the rear of the building. The HPO District Guidelines do not have any sections that



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cover this portion of the proposed improvements – the Plan Commission will be reviewing the site plan for this outdoor seating area on December 10, 2019.

Historical imagery provided with the applications shows the evolution of 109 E. Chestnut Street over time. The first image shows the façade of 109 E. Chestnut Street as it was in the early 1900s, which most notably featured a flattened arch above the doorframe. In the early 1900s, the building façade included the large storefront windows that are present today and would remain with the proposed improvements. The second image shows the façade of 109 E. Chestnut Street as it was in 1979 when it served as the location for Reinardy Drug Store. With the removal of the arch, the façade of 1979 shares much in common with both the existing façade and the proposed improvements, including large storefront windows with lettering and a projecting sign. The second story of the building has remained remarkably consistent over time, and the proposed improvements would not impact this portion of the building.



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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>The proposed improvements satisfy these intentions.</p>
B. District standards.	Met	<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. Exterior lighting of the signage will need to conform to the requirements of §315-27(l).</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
<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>
<p>§ 315-74. Signs in HPO Historic Preservation Overlay District. (not the 2019 revised version yet – pending adoption)</p>		
<p>A. Signs Prohibited in the HPO Historic Preservation Overlay District.</p>	<p>Met</p>	<p><i>Per code, the following signs are prohibited in the HPO Historic Preservation Overlay District:</i></p> <p>(1) Freestanding signs prohibited.</p> <p>Plastic formed signs prohibited.</p>
<p>B. Wall, Fascia, and Awning Signs.</p>	<p>Met</p>	<p><i>Per code, the following requirements exist for wall, fascia, and awning signs:</i></p> <p>(1) All wall, fascia, and awning signs must be placed below the upper edge of the traditional building sign. No wall, fascia, or awning signage shall be allowed to be located above the upper edge of the traditional building sign band (see Code for diagram of building façade).</p> <p>(2) The total maximum cumulative signage area of all exterior signage placed upon the street-facing façade of a building shall not exceed 15% of the total area of that portion of the first floor street-facing façade which lies below the upper edge of the building sign band. Gilded, vinyl, or painted letters or other signage placed on the inside or outside of storefront display shall not be counted towards the total cumulative signage area.</p> <p>(3) The maximum size of letters on a wall or fascia sign shall be no greater than 12 inches in height and cover no more than 60% of the sign board upon which the letters are placed.</p> <p>(4) The total maximum number of all wall, fascia, and awning signs placed upon the street-facing façade of a building shall not exceed three signs. Gilded, vinyl, or painted letters on the inside or outside of storefront display windows shall not be counted towards the maximum number of wall, fascia, and awning signs.</p> <p>(5) No wall or fascia sign shall be placed so as to visually obscure architectural details which are important to the historic character of the HPO Historic Preservation Overlay District and the building upon which such wall or fascia sign is placed.</p>



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APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
<p>§ 315-74. Signs in HPO Historic Preservation Overlay District. (not the 2019 revised version yet – pending adoption)</p>		
<p>C. Projecting and Hanging Signs.</p>	<p>Details needed regarding distance of projection (see point 2 to the right)</p>	<p><i>Per code, the following requirements exist for projecting and hanging signs:</i></p> <ol style="list-style-type: none"> (1) All projecting and hanging signs in the HPO District shall be elevated a minimum height of eight feet. Projecting or hanging signs may be placed above the sign band; however, no projecting or hanging sign shall extend above the top edge of the largest second story window. (2) All projecting and hanging signs in the HPO District shall not project more than five feet from the surface of its supporting building. All such signs in the HPO District shall not be permitted to extend closer than two feet to any public street curb or pavement or to any public alley curb or pavement. (3) All projecting and hanging signs in the HPO District shall be placed perpendicular to the building façade and not flush with the building façade. (4) The maximum cumulative permitted area allowed for all projecting and hanging signs on a structure shall not exceed 7% of the upper building façade area. The upper building façade area shall be determined by multiplying the width of the upper building façade by its height. (5) The total number of projecting and hanging signs allowed on a structure shall be one sign per business.
<p>D. Illumination of Signs.</p>	<p>Met</p>	<p><i>Per code, no internally illuminated signs shall be installed in the HPO Historic Preservation Overlay District. If signs are illuminated, said signs shall be externally illuminated and subject to the provisions of §315-70E of this chapter.</i></p>
<p>E. Limitations on Types of Window Signs.</p>	<p>Met (updated code references vinyl)</p>	<p><i>Per code, all window signs in the HPO Historic Preservation Overlay District shall be gilded, painted, etched glass, or leaded glass letters placed on the inside or outside of storefront display windows.</i></p>
<p>F. Signage Color.</p>	<p>Met</p>	<p><i>Per code, all signage shall be of a color which is compatible with the color of the building construction materials found in the HPO Historic Preservation Overlay District.</i></p>



City of Burlington Historic Preservation District – Standards & Guidelines (2019 Update)		
Secretary of Interior's Standards for Rehabilitation – Standard #2, page 6	Met	https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm
Character-Defining Features, page 7	Met	<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>Met</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>Lighting, page 16</p>	<p>Met</p>	<p>Key points to consider in lighting improvements:</p> <ul style="list-style-type: none"> ▪ Indirect / Gooseneck lighting is encouraged. ▪ The scale and style of light fixtures should be in keeping with the storefront's design. ▪ Decorative fixtures such as scones and general building lighting will accent a storefront and enhance a building's architecture. ▪ Lighting should attract attention to signs, store information, or building details, but not itself. ▪ General interior lighting of display areas helps prevent break-ins by allowing both police and passersby to see the activity inside a store. ▪ If needed, supplementary security lighting such as floodlights should be hidden or shielded to avoid glare. ▪ Lighting should produce an effect similar to daylight. ▪ Avoid the use of fussy, decorative lanterns and lights that are not appropriate to the heritage style of the façade or streetscape. ▪ A recessed light fixture with a diffuser lens can often be incorporated in an entry way if a sufficient cavity above is available. Other alternatives are surface mounted veiling fixtures or possibly traditional style wall mounted lanterns, as long as they are appropriate for the building style.

<p>Signs and Awnings, page 20</p>	<p>Met</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>Colors, page 18</p>	<p>Met</p>	<p>Applicant is not proposing to alter any colors.</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.



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 checked="" type="checkbox"/> Other <u>Rear patio/fence/outdoor seating</u>

PROJECT ADDRESS:
109 E. Chestnut Street _____, Burlington, WI

Property Owner Information

Bernard & Michelle Petersen
Owner of Property

124 Monica Ct.
Owner's Address

Burlington, WI 53105
City, State and Zip Code

(262) 903-8970 (888) 611-4191
Phone Number Fax Number

bernard@mpcpm.com
Email Address

Property Applicant Information

Bernard & Michelle Petersen
Applicant Name

124 Monica Ct.
Applicant Address

Burlington, WI 53105
City, State and Zip Code

(262) 903-8970 (888) 611-4191
Phone Number Fax Number

bernard@mpcpm.com
Email Address

Owner's Signature _____

Applicant's Signature _____

Name of Business: The Runaway Micropub & Nanobrewery

What is the proposed use(s) of the building? Small brewery and taproom

Architect or engineer's name and address: N/A

Proposed Start Date: 1/1/20 Proposed Completion Date: 4/1/20

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

Façade Material

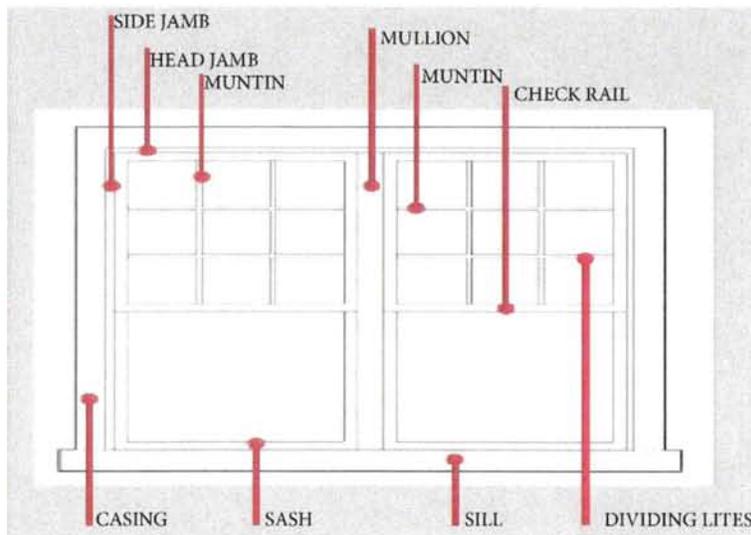
Existing Façade Material

- 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 mutin 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 _____

Untitled Map

Write a description for your map.

Legend

-  109 E Chestnut St
-  Christy's Bridal
-  MPC Property Management, LLC
-  Shy Violet

THE LOOP COMMONS

THE RUNAWAY

BURLINGTON MEN'S WEAR

CHAMBER OF COMMERCE

OUTDOOR SEATING

109 E Chestnut St

ALLEY

ALLEY

HOBBY STORE

Milwaukee Ave

Google Earth

© 2018 Google

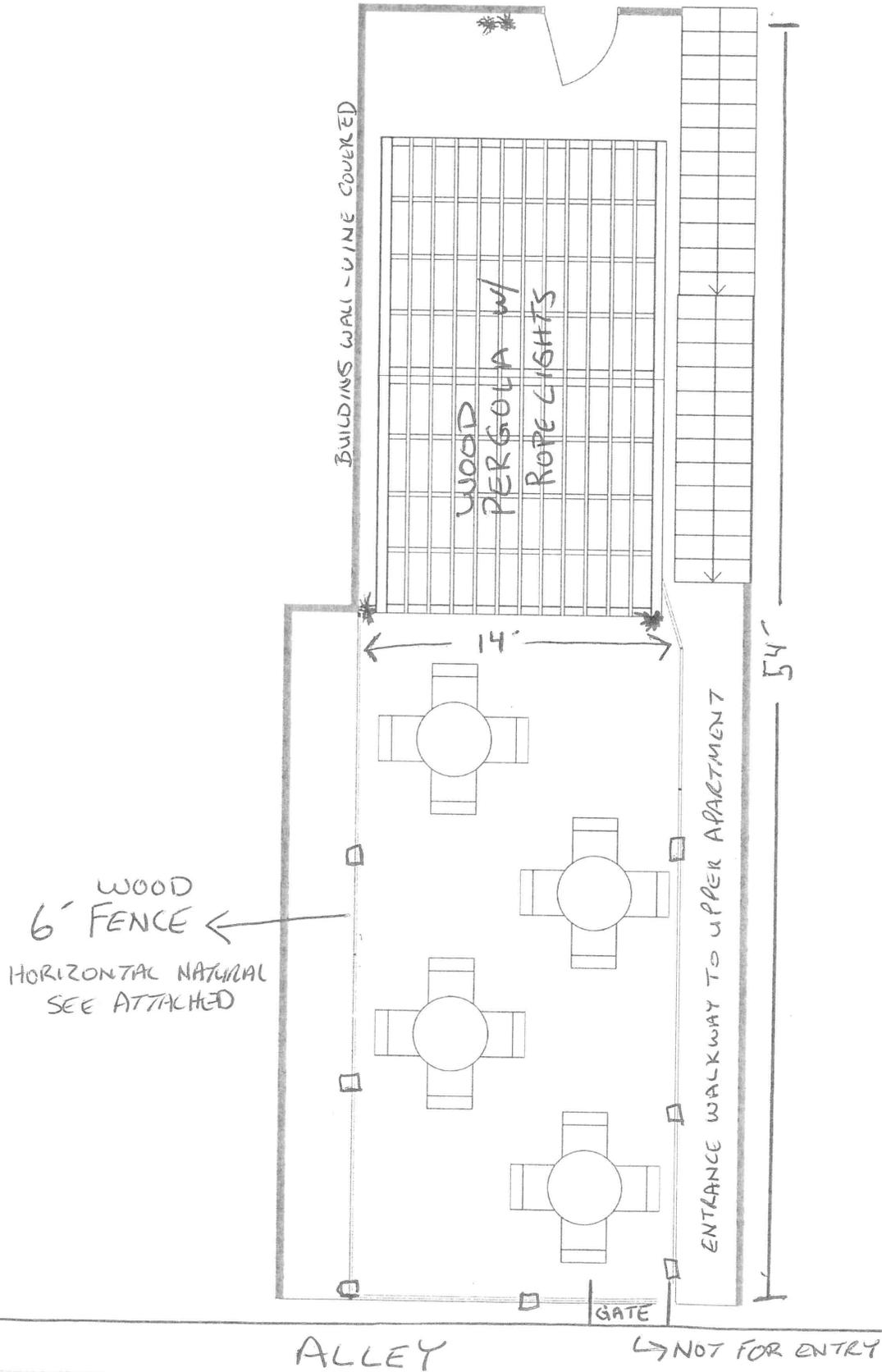
90 ft

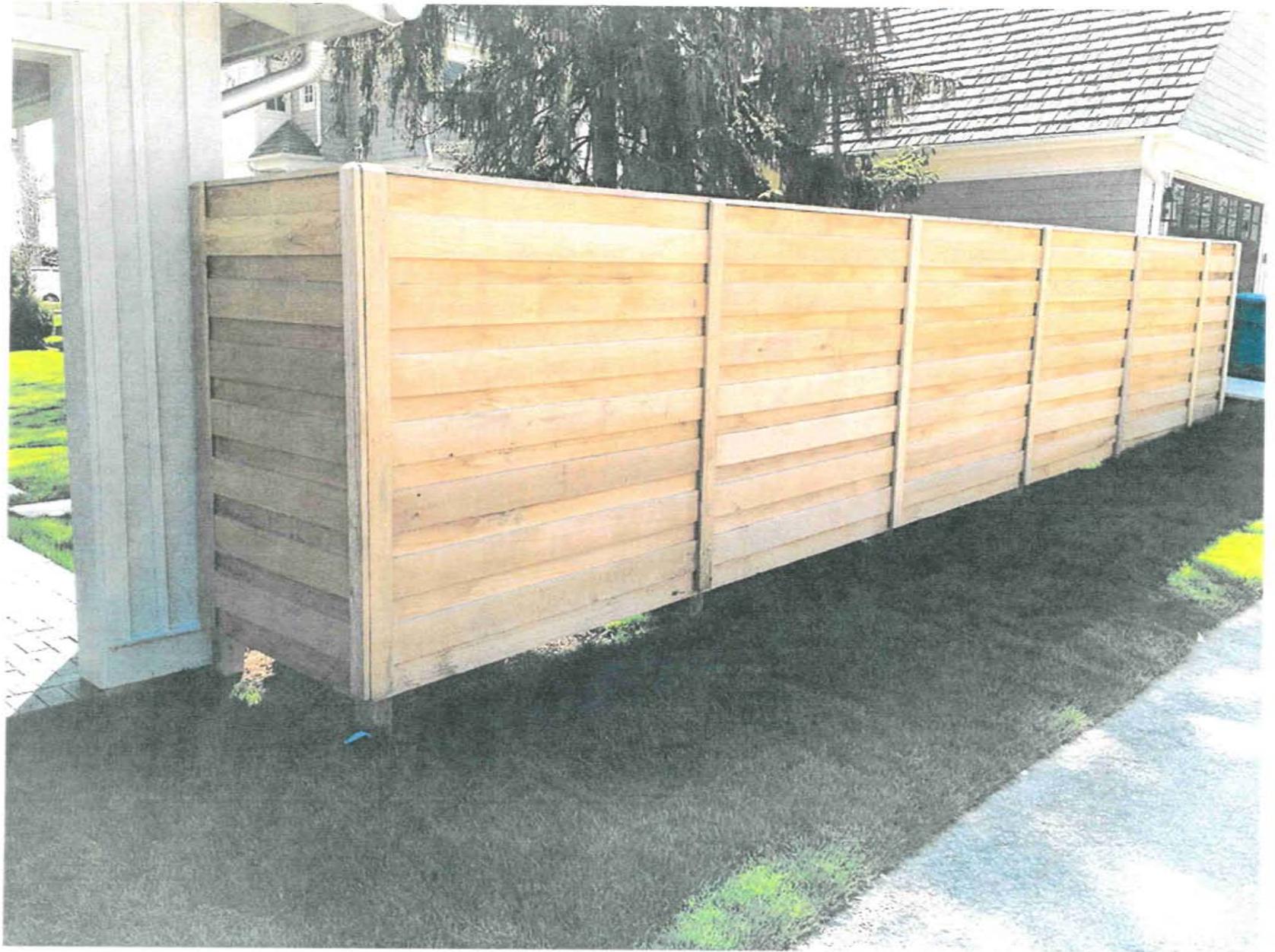


* = LIGHTS
□ = LIGHTS ON FENCE POST

ENTIRE AREA IS EXISTING CONCRETE

109 E. CHESTNUT
Patio Runaway
Level 1

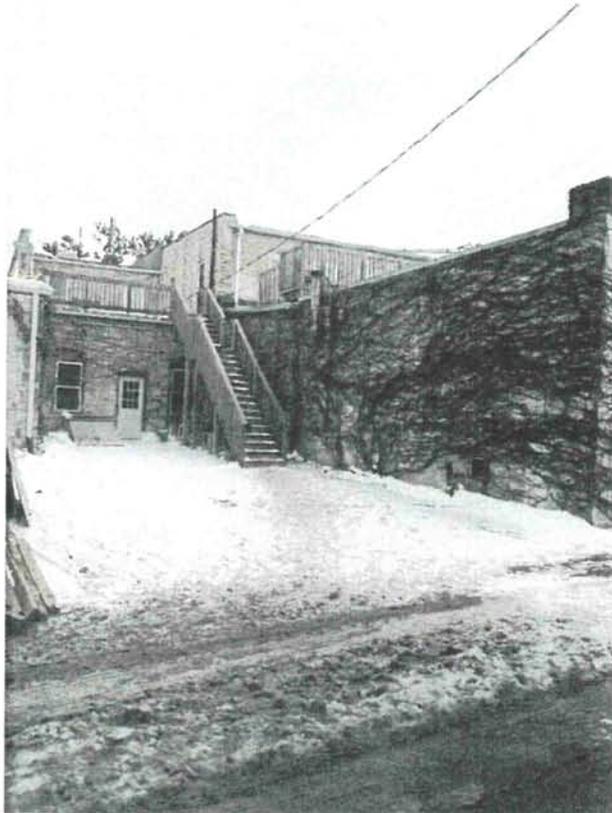




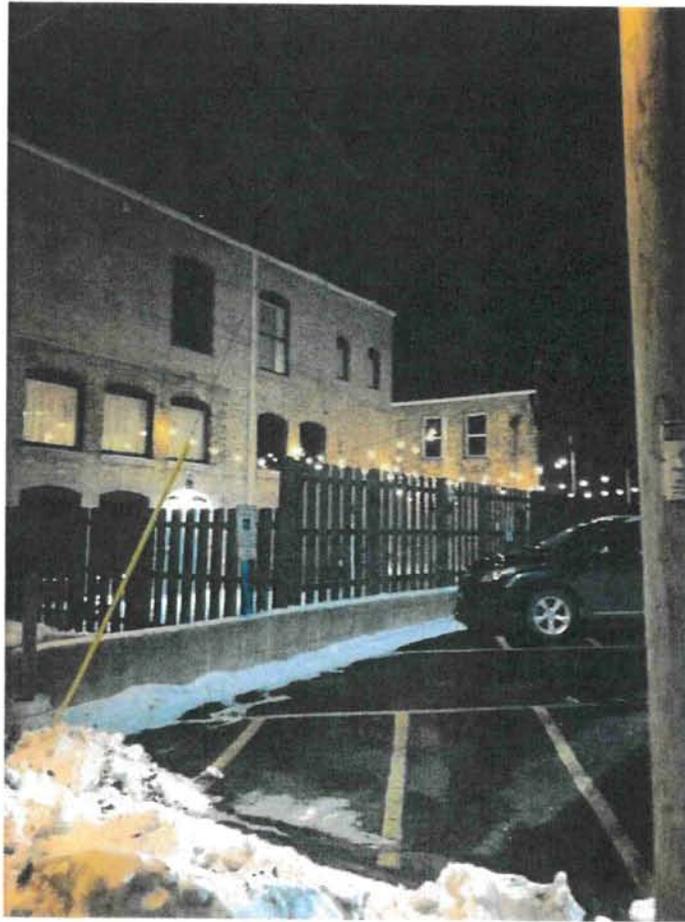
Existing rear concrete from back door



Existing rear concrete from alley



Similar type of outdoor seating down the same alley





Application for the Historic Preservation Overlay District Sign Permit

PROJECT ADDRESS:

109 E. Chestnut ST.

, Burlington, WI

Property Owner Information

Bernard & Michelle Petersen

Owner of Property

124 Monica Ct.

Owner's Address

Burlington, WI 53105

City, State and Zip Code

262-903-8970

888-611-4191

Phone Number

Fax Number

bernard@mpcpm.com

Email Address

Owner's Signature

Property Applicant Information

Bernard & Michelle Petersen

Applicant Name

124 Monica Ct.

Applicant Address

Burlington, WI 53105

City, State and Zip Code

262-903-8970

Phone Number

Fax Number

bernard@mpcpm.com

Email Address

Applicant's Signature

Name of Business: The Runaway Micropub & Nanobrewery, LLC

Contractor's name and address: MPC Property Management

120 E. Chestnut St. Burlington, WI 53105

Include the Following with Application

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

- Proposed sign placement on the building with scaled dimensions indicating placement, distance extension from building and height of the sign relative to the abutting sidewalk (or surrounding grade if there isn't a sidewalk) for each sign proposed.
- The actual building dimensions, height and length of window(s) and/or door(s) for the proposed sign placement.
- The material composition of the sign and its various elements.
- The color(s) of the sign(s) proposed.
- Scale of the drawing or graphic noted.
- Date of the drawing or graphic noted.
- Name of the preparer of the drawing noted.
- Notation if you are using a product or company logo

40" DIAMETER HANGING SIGN
LASER METAL CUT DOUBLE SIDED

VINYL GRAPHICS ON
INSIDE OF WINDOWS

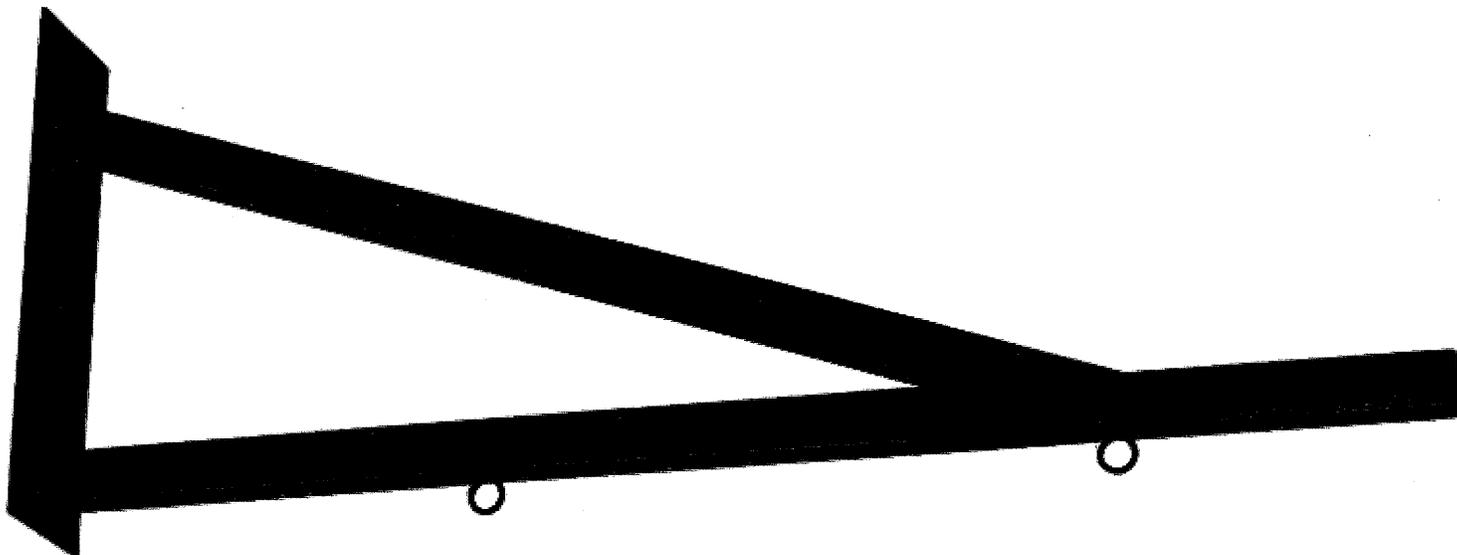


LOW
VOLTAGE
MINI LED
BULLET
LIGHTS
TO
ILLUMINATE

SIGN
12"
OFF
SIDEWALK

WINDOWS - 68" x 78"

BRACKET



EXISTING FAÇADE #1



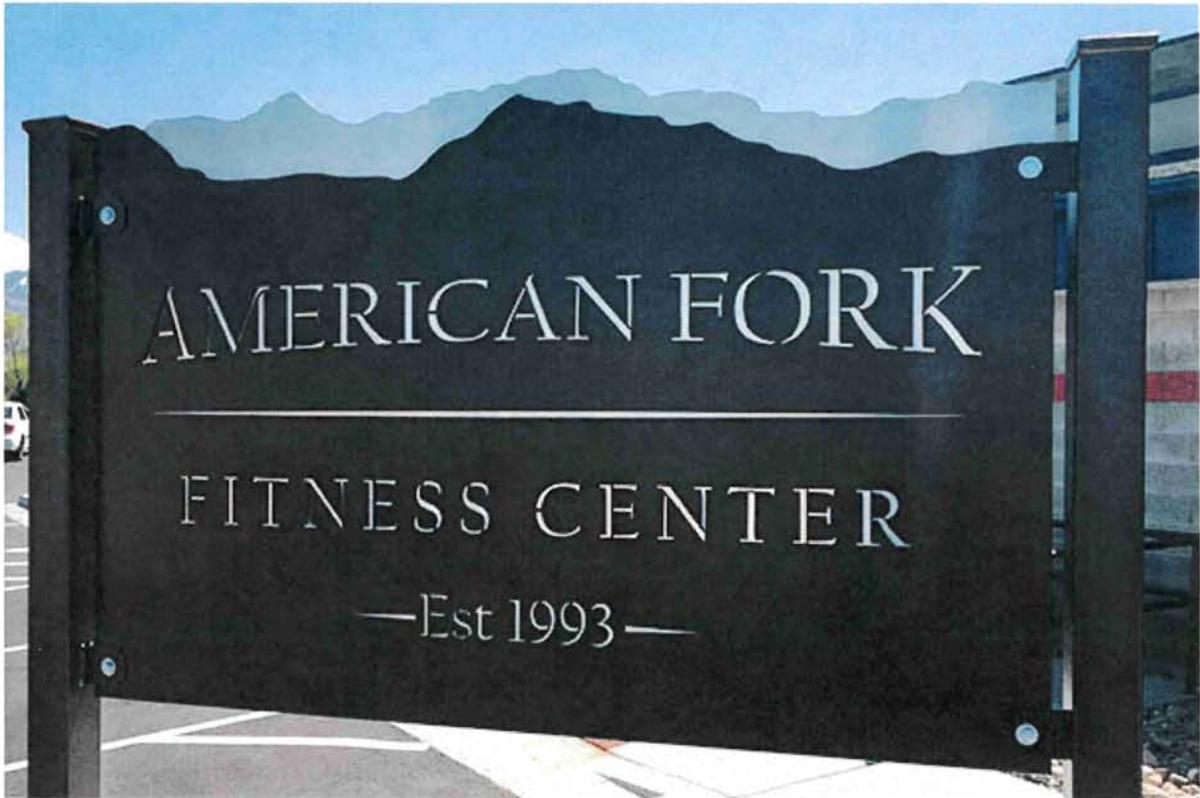
EXISTING FAÇADE #2

EXISTING SIGN – 32" x 20"



Sample Sign Same Materials

Laster metal cut 2 outside plates in Copper Canyon powder coating, solid center

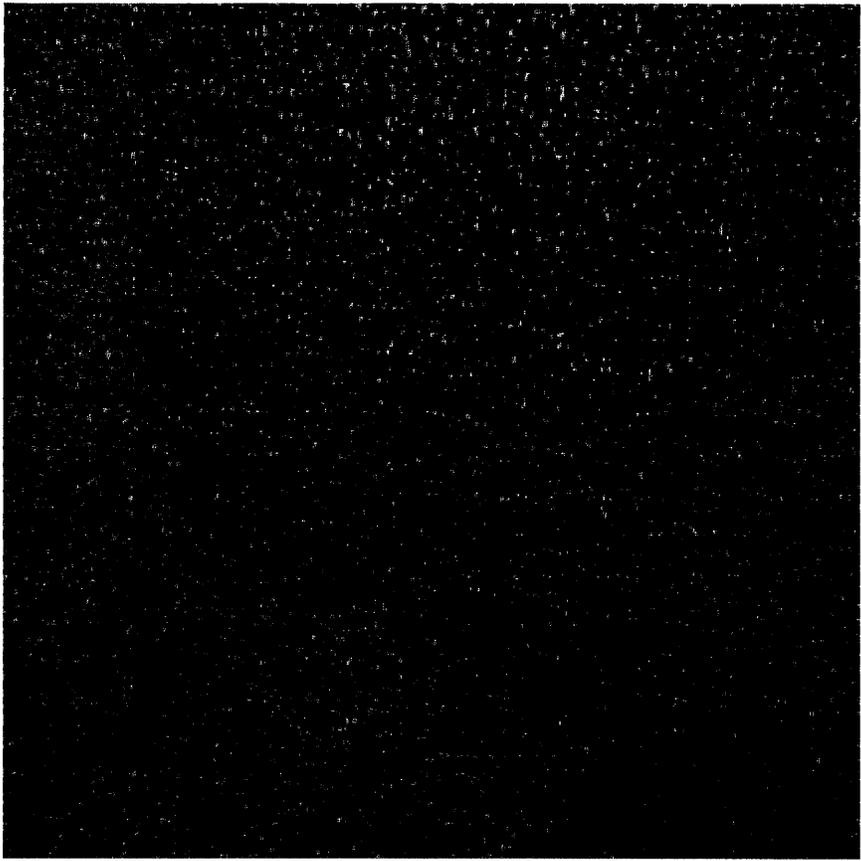




LED
Bullet
LIGHT



SIZE
OF
LIGHTS





MATT
CUNNINGHAM
DRY GOODS

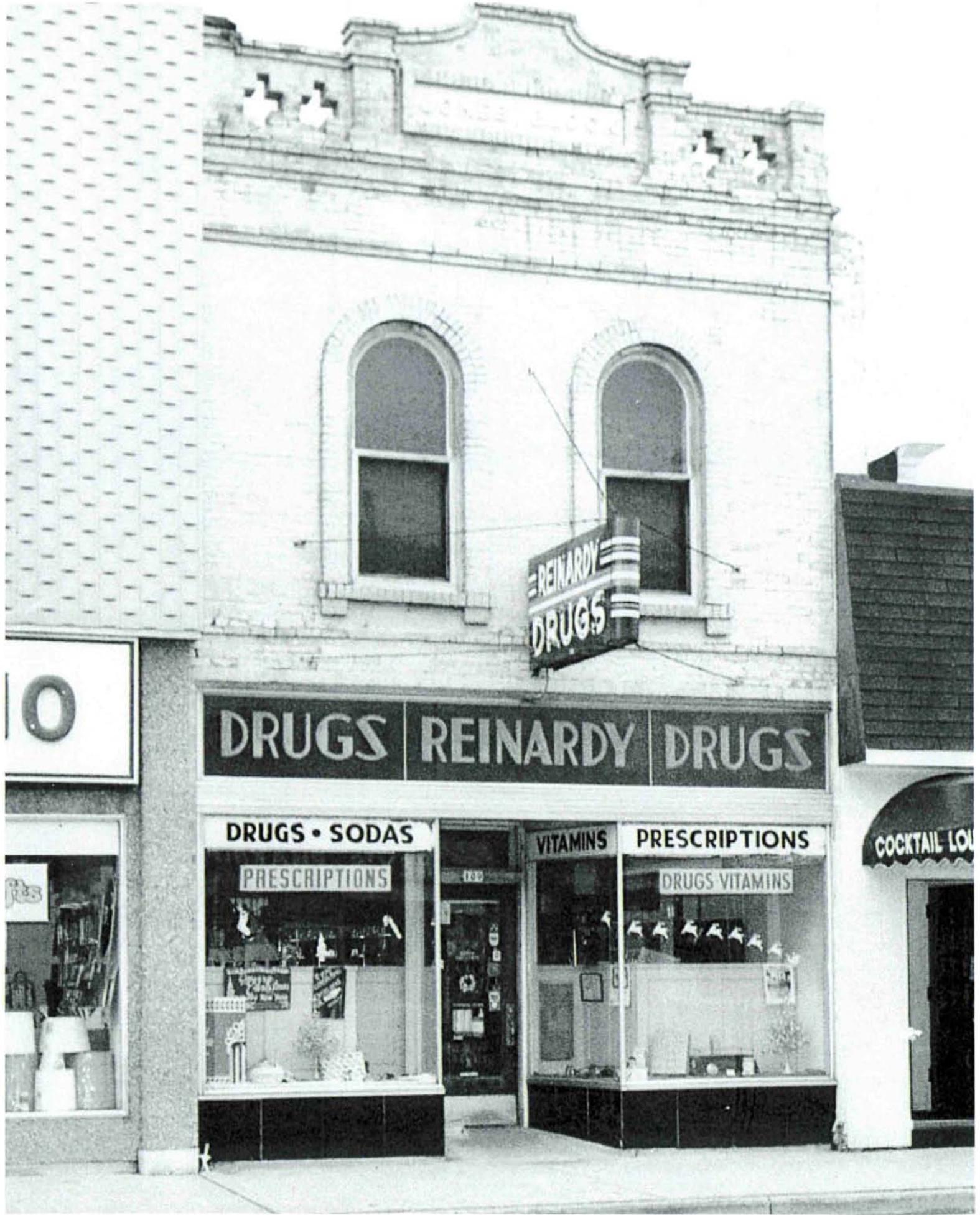
CLOTHING
TAILORING

BANK
J. H. HUNTER & CO.
BIRMINGHAM

JONES HOUSE

JONES

JONES
HOUSE



REINARDY DRUG STORE AT 109 E. CHESTNUT ST. LOOKING WEST - DECEMBER 1979



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7B

DATE: December 19, 2019

SUBJECT: Sign Permit for 372 N. Pine Street

SUBMITTED BY: Gregory Guidry, Building Inspector

The HPC's role is to review the proposed Sign Permit according to the Secretary of Interior's Standards for Rehabilitation.

PROJECT/SCOPE:

Kevin Schuerman, owner, is requesting approval of a Sign Permit located at 372 N. Pine Street. The proposed project consists of:

- The installation of a new hanging sign. A bracket will be installed for the signage. The sign is constructed of 1/2 inch marine plywood, and measures 3 feet 8 inches in width by 3 feet in height, which meets the requirements. The sign background is green with white lettering.

Gregory Guidry, Building Inspector, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the December 9, 2019 memorandum to the Commission.

PROPERTY FILE HISTORY:

Year Built: 1962			
COA previously issued?	Yes:	No: X	Year:
Previous COA project details:			
Previous façade grants received?	Yes:	No: X	Amount:
Current violations on property?	Yes:	No: X	
Violation Details:			

FINANCIAL REMARKS:

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

RECOMMENDATION:

Staff recommends approval of this Sign Permit.

TIMING/IMPLEMENTATION:

This item is for consideration to approve the Sign Permit at the December 19, 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: December 9, 2019

Re: Sign Permit Application, 372 N. Pine Street

Desired Outcome: Installation of a hanging sign

Location: 372 N. Pine Street

Summary: Kevin Schuerman, owner, proposes to install a hanging sign. A bracket will be installed for the signage. The double-sided sign is constructed of ½ inch marine plywood, and measures 3 feet 8 inches in width by 3 feet in height. The sign background is green with white lettering.

Recommendation: Staff recommends that the Historic Preservation Commission approve the submitted Sign Permit for 372 N. Pine Street. This approval is subject to the following conditions.

1. All work shall be completed per the application materials submitted on November 13, 2019.
2. The applicant shall obtain a sign permit for the work.

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	NA	
(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 315-74 and page 19	NA	
(3) Projecting and Hanging Signs 315-74 C	Met	The bracket shall project no more than 5 feet from the building and not extend closer than 2 feet to any street curb. The bottom of the sign shall be elevated a minimum height of 8 feet above the sidewalk. The projecting sign meets the 7% maximum sign size.
(4) Illumination of Signs 315-74 D	NA	
(5) Limitations on types of window signs 315-74 (E)	NA	
(6) Signage Color 315-74 (F)	Met	The background is green with white lettering.
(7) Sign Letter and overall size 315-74 B (3)	Met	The sign measurements are within the 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	
CITY OF BURLINGTON HISTORICAL PRESERVATION DISTRICT STANDARDS & GUIDELINES		
Design Issues (pg. 19)	Met	The sign meets the required specifications.
Maintenance and Repair (pg. 23)	NA	
Lighting (pg. 16)	NA	
Screening (pg. 24)	NA	
Doors and Entrances (pg. 14)	NA	
Secretary of Interior's "Standards for Rehabilitation" (pg. 6)	NA	
OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS		
Article VII (Signs)	Met	The sign meets the ordinance.



Application for the Historic Preservation Overlay District Sign Permit

PROJECT ADDRESS:

372 N. Pine St

, Burlington, WI

Property Owner Information

Property Applicant Information

Kevin Schumann
Owner of Property

Burli Sign Co
Applicant Name

372 Pine St N
Owner's Address

Dennis Sparkouski
Applicant Address

Burlington W.
City, State and Zip Code

125 Front St Burlington
City, State and Zip Code

763-8177
Phone Number

Fax Number

763-7654
Phone Number

Fax Number

Email Address

Email Address

Kevin Schumann
Owner's Signature

Dennis Sparkouski
Applicant's Signature

Name of Business: Kevin Schumann Accountant

Contractor's name and address: Burli Sign Co
125 Front St

Include the Following with Application

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

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- The material composition of the sign and its various elements.
- The color(s) of the sign(s) proposed.
- Scale of the drawing or graphic noted.
- Date of the drawing or graphic noted.
- Name of the preparer of the drawing noted.
- Notation if you are using a product or company logo



Kevin P Scherman
Certified Public Accountant

2^{HR} PARKING
9 AM TO 6 PM
EXCEPT SUN & HOLID

NO PARKING
4:30-6:00 PM
THIS SIDE
OF STREET
FOR
CHRISTMAS
PARADE

4'

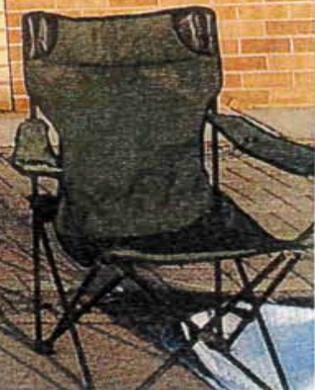
7'

4.5'

21'

11 1/2' WIDE
sidewalk

EST
19





HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 8A

DATE: December 19, 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 December 9, 2019 with \$4,797.21 remaining. Round 8 dated December 9, 2019 with a balance of \$0.00 with 3 properties under construction.

EXECUTIVE ACTION:

This item is for discussion only at the October 24, 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: 12/9/2019

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