



AGENDA
HISTORIC PRESERVATION COMMISSION

THURSDAY, JANUARY 23, 2020 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 December 19, 2019
5. Letters and Communications: None
6. Old Business: None
7. New Business:
 - A. A Façade Grant Program application from Kevin Schuerman for property located at 372 N. Pine Street to install a hanging sign.
8. Discussion items:
 - A. Discussion regarding possible options for façade repairs for property located at 388 N. Pine Street (Trendsetters).
 - B. 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, DECEMBER 19, 2019**

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

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the minutes of October 24, 2019.

LETTERS AND COMMUNICATIONS

None

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.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Aldermanic Representative Kott asked if the new rendering of the railing looked too short in height. Gregory Guidry, Building Inspector, explained the picture may show that, but the railing will be code compliant. Aldermanic Representative Kott stated the first drawing submitted with horizontal lines looked too contemporary, but now the vertical railings do not match the horizontal boards on the entrance gate into the alley. Commissioner Wagner stated he looked at old photos, and found that vertical railings were historical. Jonathan Thorngate, applicant, stated he did not come prepared for the gate/privacy fence discussion since it was not on the agenda. The Commissioners agreed the slats on the gate could go either direction, and there were no issues with either railing design.
- There were no further comments.
- Commissioner Wagner moved, and Commissioner Petersen seconded to recommend approval of the new rendering for the vertical railing, provided the railing is code compliant.
- All were in favor and the motion carried.

Mr. Thorngate wanted to clarify information from the meeting at the July meeting, so he asked if the concrete window sills could be painted a gray color to tie into the paneling, matching the walls. The Commissioners agreed to allow the window sills to be painted.

NEW BUSINESS

A. To consider approving a Certificate of Appropriateness (COA) and Sign Permit application from Michelle Petersen for property located at 109 E. Chestnut Street to install a fence for outdoor seating, lighting, and a hanging sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Commissioner Petersen recused himself from this item.
- Aldermanic Representative Kott stated the owners did a great job with the improvements, and it looks appropriate.
- Gregory Guidry, Building Inspector, explained the projecting sign meets all regulations with size, color and location. Commissioner Wagner questioned what the distance was between the sign and the building. Commissioner Petersen replied the sign is 6 inches off the face of the building. Mr. Guidry commented the mini lights are above the awning.
- Commissioner Wagner commented how extremely organized this submittal was and would like to see the same from future applicants.
- There were no further comments.

1) Motion for COA

- Aldermanic Representative Kott moved, and Commissioner O’Brien seconded to approve the COA.
- All were in favor and the motion carried.

2) Motion for Sign Permit

- Commissioner O’Brien moved, and Commissioner Wagner seconded to approve the Sign Permit.
- All were in favor and the motion carried.

B. To consider approving a Sign Permit application from Kevin Schuerman for property located at 372 N. Pine Street to install a hanging sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry explained the existing wall sign will be removed, and the projecting sign meets all regulations with size, color and location.
- Aldermanic Representative Kott asked if the owner was set on the green color for the sign, or if he would consider changing it, since it is the same color as the Way Finding Signs throughout the city. Commissioner Wagner asked if the roof was flat or parapet. Mr. Guidry responded he was not sure, but will have the owner find out before the building is painted. Commissioner Wagner suggested it would be nice if the roof could be a flat top. The Commissioner had a discussion regarding the color of the building matching the sign. The Commissioners agreed they cannot require the applicant to use historic colors for the signage, only for the paint.
- There were no further comments.
- Alderman Representative Kott moved, and Commissioner O'Brien seconded to recommend approval of the Sign Permit as presented.
- 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 and Round 9 has a balance of \$4,797.21, there have been no changes since October.

ADJOURNMENT

Commissioner Wagner moved, and Commissioner Morrison seconded to adjourn the meeting at 5:55 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7A

DATE: January 23, 2020

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:

Kevin Schuerman is requesting approval of a Façade Grant Program 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 ½ 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.

The Certificate of Appropriateness was approved at the December 19, 2019 meeting.

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 372 N. Pine Street is \$1,025. If the Façade Grant is approved by the HPC the grant should not exceed \$250. The remaining available façade grant balance would be \$4,547.21.

EXECUTIVE ACTION:

This item is for consideration to approve the Façade Grant Program at the January 23, 2020 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: January 10, 2020

Applicant Address & Name: Kevin Schuerman - 372 N. Pine Street

Project Overview/ Applicant's Request:	Submitted
<p><i>Double-sided hanging sign</i></p> <p>Staff Comments: <i>COA was approved at the December 19, 2019 HPC meeting</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 was approved on December 19, 2019</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 estimate for signage: \$1,025. Maximum allowed grant: \$250</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>Real estate taxes and utility payments are current.</i></p>	<p>See Contingencies</p>
Staff Recommendation (contingencies listed):	
<p><i>The applicant is <u>eligible for a façade grant</u> in the amount not to exceed \$250.00 . 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>	

B. To consider approving a Sign Permit application from Kevin Schuerman for property located at 372 N. Pine Street to install a hanging sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry explained the existing wall sign will be removed, and the projecting sign meets all regulations with size, color and location.
- Aldermanic Representative Kott asked if the owner was set on the green color for the sign, or if he would consider changing it, since it is the same color as the Way Finding Signs throughout the city. Commissioner Wagner asked if the roof was flat or parapet. Mr. Guidry responded he was not sure, but will have the owner find out before the building is painted. Commissioner Wagner suggested it would be nice if the roof could be a flat top. The Commissioner had a discussion regarding the color of the building matching the sign. The Commissioners agreed they cannot require the applicant to use historic colors for the signage, only for the paint.
- There were no further comments.
- Alderman Representative Kott moved, and Commissioner O'Brien seconded to recommend approval of the Sign Permit as presented.
- 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 and Round 9 has a balance of \$4,797.21, there have been no changes since October.

ADJOURNMENT

Commissioner Wagner moved, and Commissioner Morrison seconded to adjourn the meeting at 5:55 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



Official Use Only
 Date Received 1/9/20
 Application No. _____

City of Burlington

Historic District Façade Improvement Grant Application

Project Address: 372 W Pine St, Burlington, WI

Applicant Name: Kevin P Scherman CPA

Owner Name: Kevin P Scherman

Name of Business: Kevin P Scherman CPA

Telephone Number: 262-763-8177 Facsimile Number: 262-763-8078

E-Mail Address: KPSCPA@WI.BB.COM

Applicant Mailing Address: 372 W Pine St Burlington WI 53105

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: NEW SIGN

Estimated Project Cost (include quotes/bid for proposed work): \$ 1,175⁰⁰

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

Proposed start date: January 2020

Proposed completion date: January 2020

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

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".

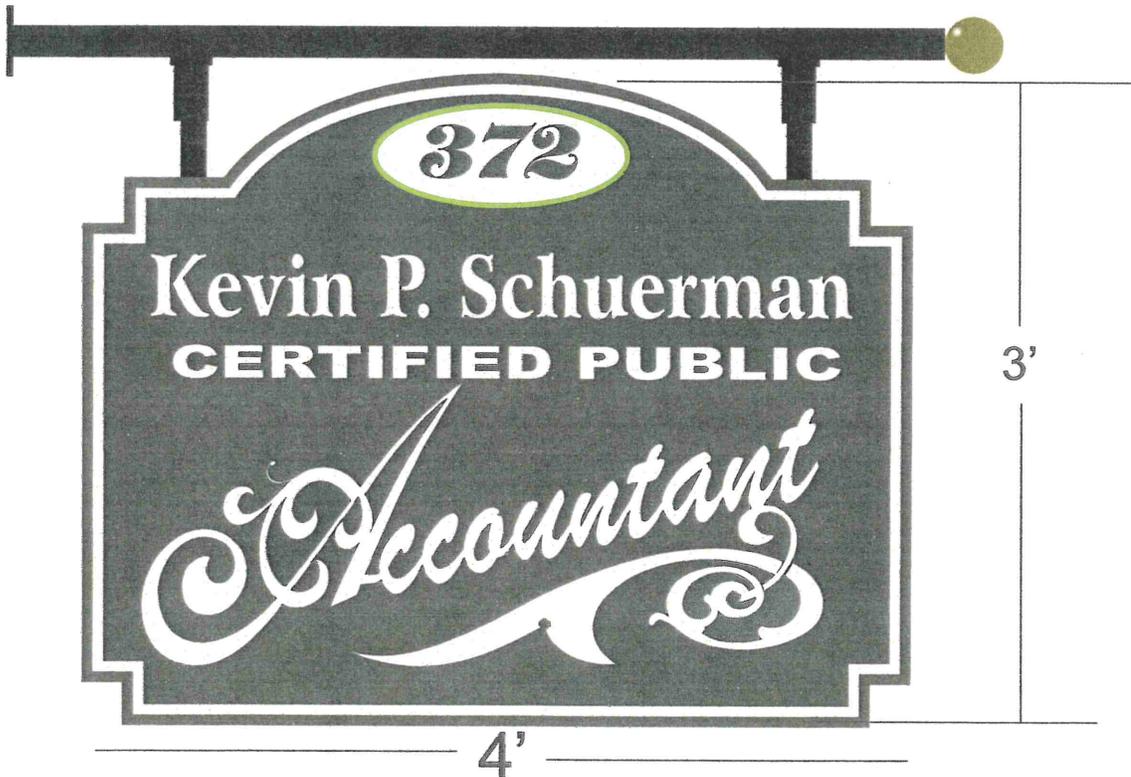
K. Scherman
 Signature of Applicant

K. Scherman
 Signature of Property Owner

Kevin Scherman
 Print Name

Kevin Scherman
 Print Name

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

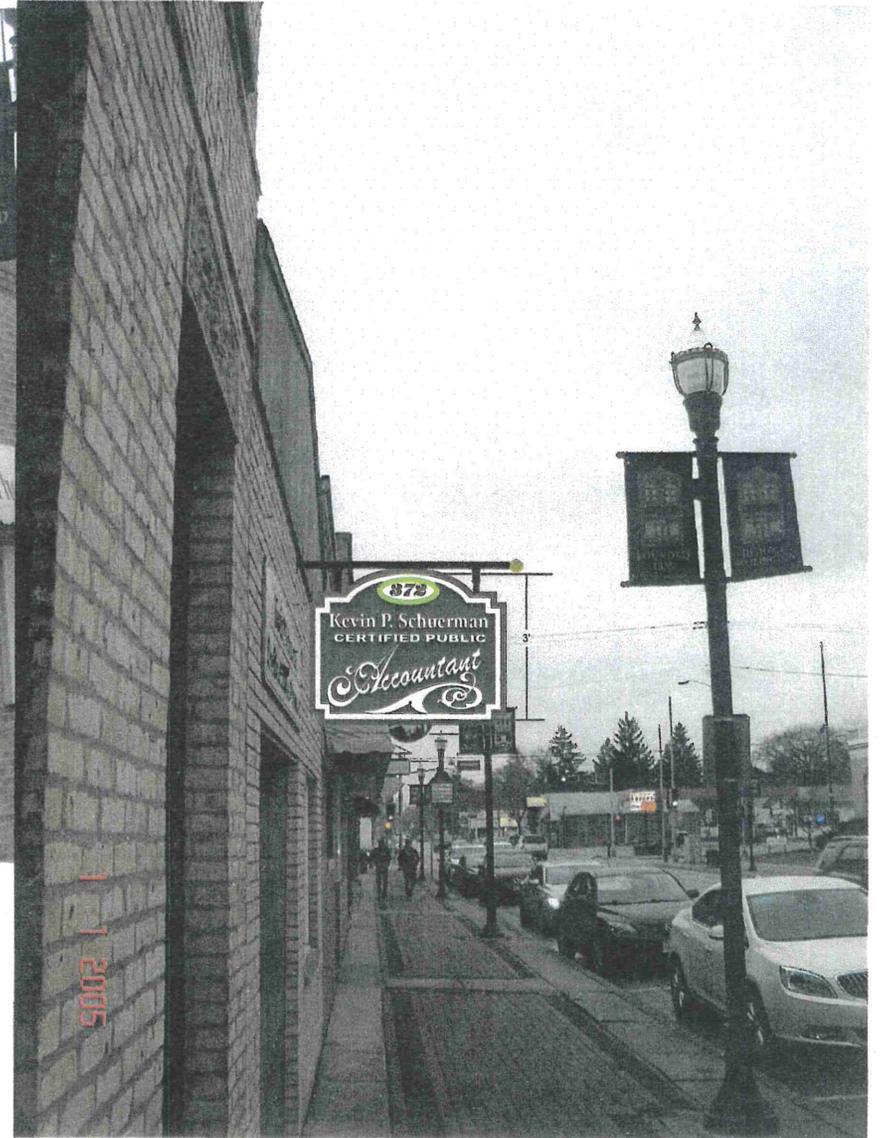


Double sided 1/2 solid pvc with vinyl copy

Base sign _____ **\$655.00**

Swinging bracket & Installation _____ **\$370.00**

Permits \$150.00
 Plus Tax





HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 8A

DATE: January 23, 2020

SUBJECT: Discussion regarding possible options for façade repairs for property located 388 N. Pine Street.

SUBMITTED BY: Gregory Guidry, Building Inspector

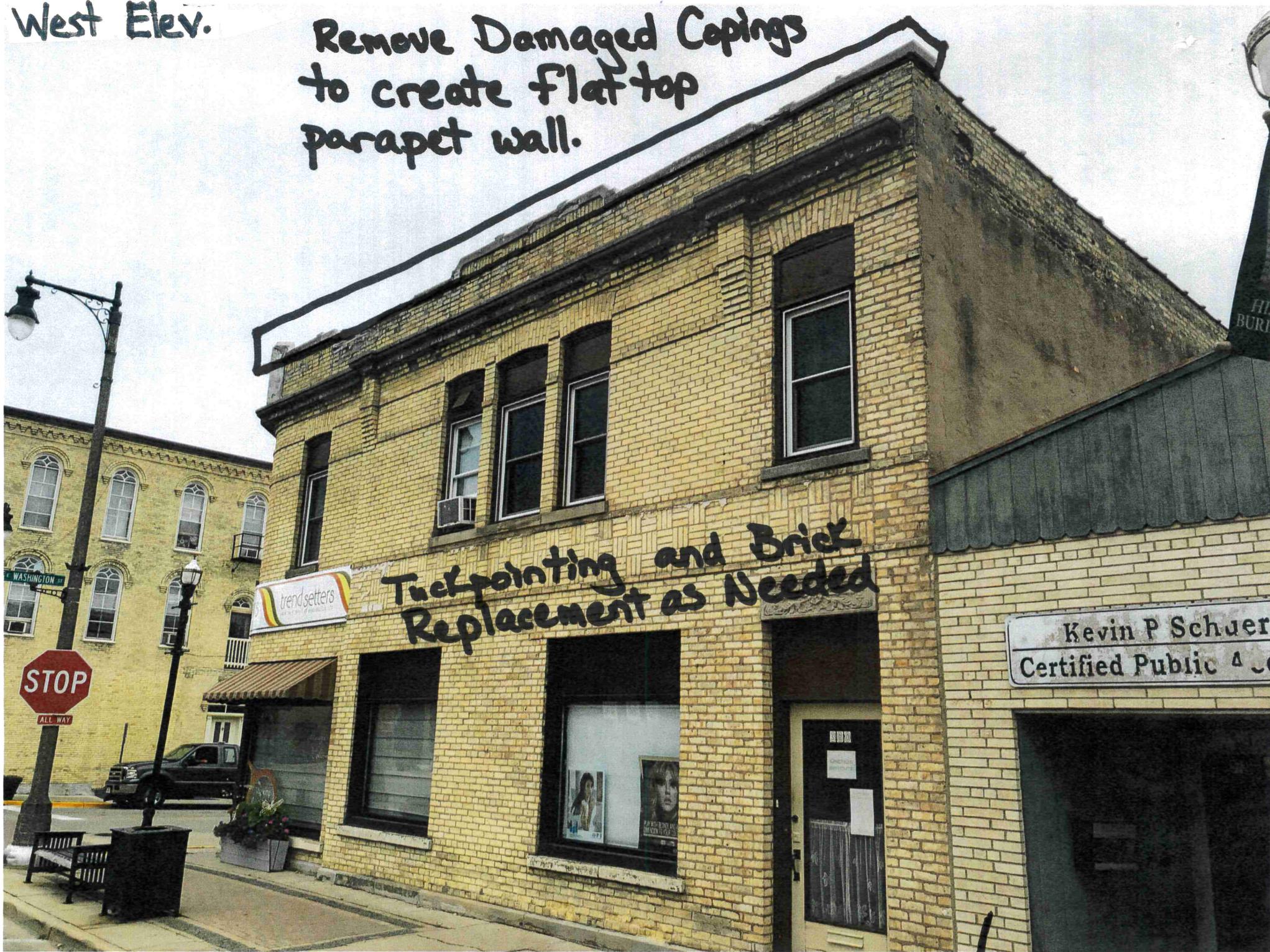
DETAILS:

Kelly Willkomm of Trendsetters, applicant, is requesting a discussion regarding possible options for the façade repairs at 388 N. Pine Street.

The applicant has submitted photos with proposed ideas. The applicant is seeking guidance on what the Commissioners would like to see for façade improvements, prior to submitting a formal Certificate of Appropriateness application.

West Elev.

Remove Damaged Copings
to create flat top
parapet wall.



trendsetters
REAL ESTATE

Tuckpointing and Brick
Replacement as Needed

Kevin P Schuer
Certified Public Accountant

STOP
ALL WAY

WASHINGTON ST

North Eleu

Remove Copings and brick to create continuous flat parapet top.

Install pre fabricated metal copings to match adjacent buildings.

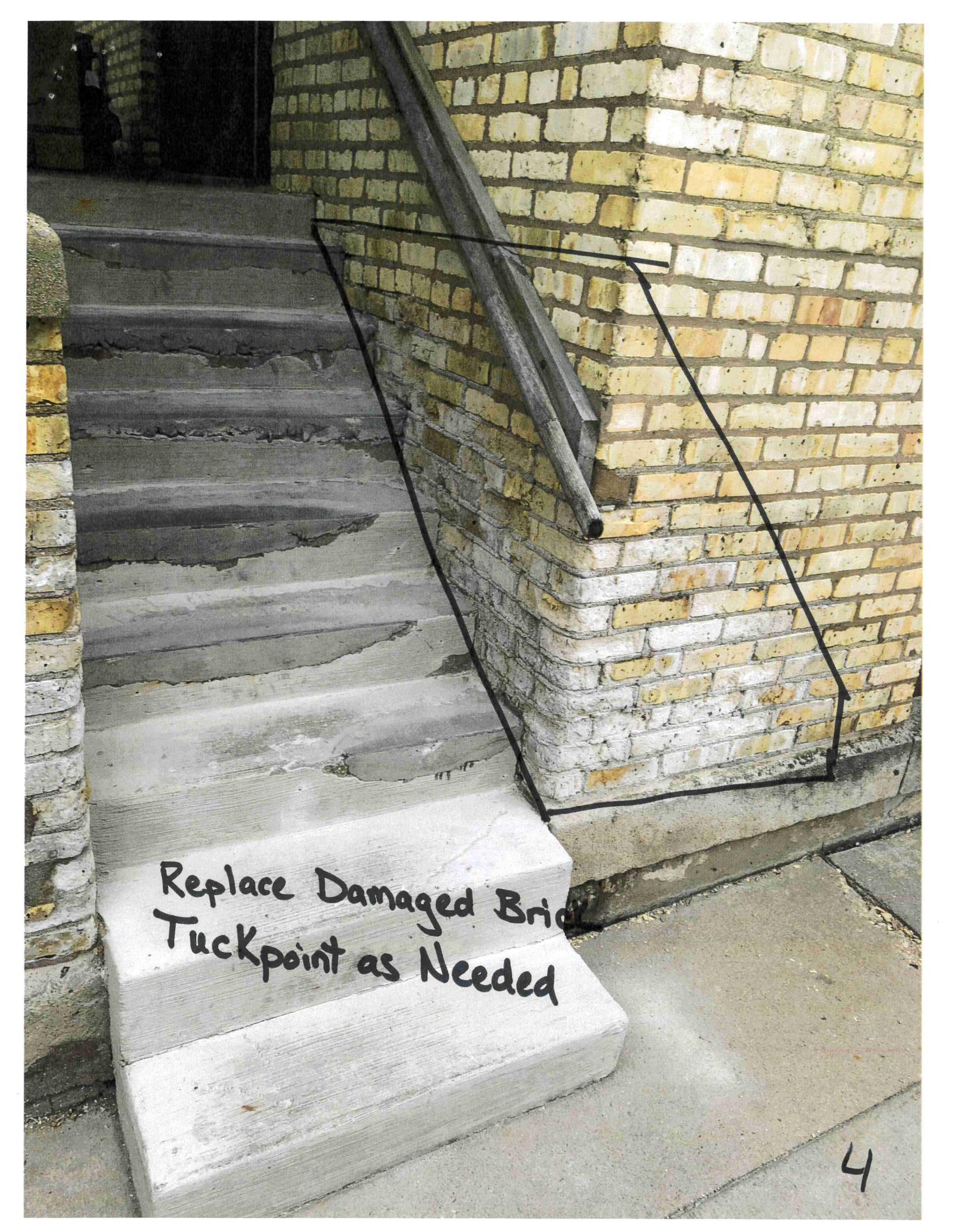
↑ Patch Damaged areas in concrete cornice

Tuckpointing and brick replacement as needed. Mostly in top 4'-5'





Remove Brick
Repair Structural Steel
Relay Brick to Match



Replace Damaged Brick
Tuckpoint as Needed



Replace Spalled Brick
Typical in top 4'-5'
of building



Tuckpointing Repairs (TYP)
Mostly in top 4-5'
of building

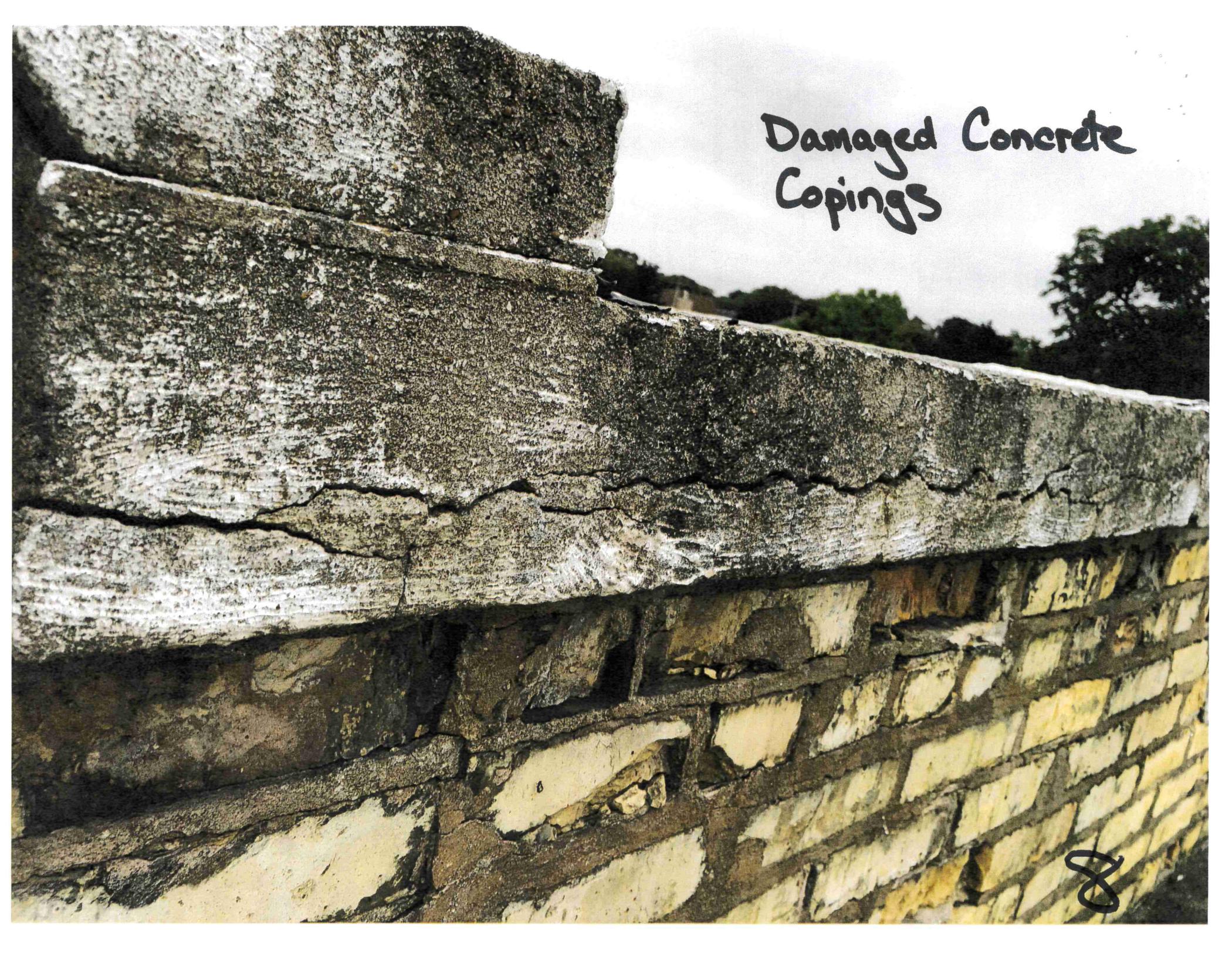
6

Severely damaged copings
North and East Elev. (Typ)



Damaged Concrete
Coping

8



Damaged Copings (Typ)



West Elev.

Majority of Repairs
in top 4-5 feet

Replace Damaged
Brick
Tuck point
Reseal
Copings

trend setters
HAIR SKIN NAILS of BURLINGTON LTD
262-763-9052

South Elev.





HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 8B

DATE: January 23, 2020

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 Rounds 8, 9, and 10 dated January 14, 2020.

Round 8

Balance - \$0.00

Pending - \$39,475.57

Round 9

Balance - \$4,547.21

Pending - \$5,202.79

Round 10

Balance - \$50,000

Pending \$0.00

EXECUTIVE ACTION:

This item is for discussion only at the January 23, 2020 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: 1/10/2020

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

Burlington HPC - Façade Grant Funding, Round #9 - \$10,000

Applicant Name/Company	Property Address	Total Improvement Amount	Grant Amount Approved for Funding	Notes	Approved Date	Expiration Date	Funded	Amount Funded	Date Paid
Bevin Dawson	488 Milwaukee Avenue (East)	\$15,292.35	\$524.43		7/25/2019	7/25/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Vickie Winkler	517 Milwaukee Ave.	\$2,724.00	\$250.00		9/26/2019	9/26/2020	Yes	\$ 250.00	10/22/2019
Luanne Clark	401 N. Pine St.	\$8,856.72	\$4,428.36		9/26/2019	9/26/2020	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>
Kevin Schuerman	372 N. Pine St.	\$1,025.00	\$250.00	Sign	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>	<i>Pending</i>

Obligated Funds:	\$	10,000.00
Total Distributed to Date		\$250.00
Pending		\$5,202.79
Actual Balance Remaining: \$50,000 Less Total Disbursed and Pending =	\$	4,547.21

Updated: 1/14/2020

- NOTES:
- (a) Total Round 8 funding includes: \$50,000 allotment (2018)
 - ** LuAnne Clark (401 N. Pine) received funds from Round 7 and Round 8 for full approved grant amount
 - **Rear façade at 572 N. Pine not approved by HPC Response Team. Front was approved 11/8/18 and front funds disbursed. Holding rear façade funds until completion

