



AGENDA
HISTORIC PRESERVATION COMMISSION
THURSDAY, SEPTEMBER 24, 2020 at 5:30 P.M.

Common Council Chambers, 224 East Jefferson Street, Burlington, WI 53105

<https://us02web.zoom.us/j/81279979284?pwd=UTZEaWc2ekVyOFBTdXRKZEINVkNUQT09>

Passcode: 441655

<http://zoom.us/join>, Webinar ID: 812 7997 9284, Passcode: 441655

Phone: (312) 626-6799

- To attend a meeting, click on the link provided or dial in with the phone number provided on the meeting agenda. You may need to create a Zoom account if you access the meeting online.
- You will participate as an attendee, not a panelist. You will be muted by the meeting moderator.
- To participate/speak during a meeting when allowable, you will need to “raise your hand”. Online you will find a ‘raise hand’ option in the menu bar. Via phone you can press *9.
- All meetings are recorded and subject to the Wisconsin Open Meetings Law.

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 27, 2020
5. Letters and Communications: None
6. Old Business: None
 - A. To consider an extension request to the Certificate of Appropriateness and Façade Grant for property located at 533 & 541 Milwaukee Avenue from Judith Schulz.

7. New Business:

- A. To consider approving a Sign Permit application from Mike Hammes for property located at 597 N. Pine Street to install a hanging sign.
- B. To consider approving a Sign Permit application from Ansay & Associates for property located at 564 N. Pine Street to install a wall sign.
- C. To consider approving a Sign Permit application from Scott Hermann for property located at 400 N. Pine Street to replace the hanging sign and vinyl signage.
- D. To consider approving a Sign Permit application from Scott Hermann for property located at 208 E. Washington Street to install a wall sign and vinyl signage.
- E. To consider approving a Certificate of Appropriateness application from Michelle Petersen for property located at 464 N. Pine Street for façade repairs and install an awning.
- F. A Façade Grant Program application from Michelle Petersen for property located at 464 N. Pine Street for front façade repairs and awning.
- G. To consider approving a Certificate of Appropriateness from City of Burlington for property located at 300 N. Pine Street to repair front, side, and rear façades.

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, AUGUST 27, 2020**

The meeting was called to order by Chairman Darrel Eisenhardt at 5:33 p.m. through Zoom Meetings. Commissioners Steve Wagner; Kevin O'Brien; and Bernard Petersen were present. Commissioner Frank Capra was excused. Aldermanic Representative Susan Kott and Commissioner Ken Morrison were absent. Carina Walters, City Administrator, and Gregory Guidry, Building Inspector, were also present.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Wagner moved, and Commissioner O'Brien seconded to approve the minutes of June 25, 2020.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. To consider approving a Sign Permit application from Tim Sullivan for property located at 700 N. Pine Street to install a hanging sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, explained the sign was made out of steel with letters slightly raised, and located above the main door. At this time, the illumination of the sign was not determined. If the owner chooses lighting, it would be two smaller lights on top of the bracket shining out. The sign size, color, and location meets the requirements.
- Tim Sullivan, applicant, stated the street light shines on the sign, which may be enough light. Mr. Sullivan further stated he would not know for sure until after the sign was installed, but the lights would be per code as Mr. Guidry described.
- Carina Walters, City Administrator, commented the Commission could conditionally approve the light over the signage with Mr. Guidry's approval, without having the applicant re-submit for a future meeting.

- Commissioner O'Brien asked if there were issues with the Mercantile Hall regarding the lighting of signs. Mr. Guidry answered no, that lighting was back lit. Commissioner Wagner reminded the Commissioners that gooseneck lighting is encouraged in the Historic District. Commissioner Wagner stated he would allow Mr. Guidry to approve the lighting per guidelines, in case the applicant chooses to go with lights. Mr. Guidry stated lighting is not required in the historic district.
- Commissioner Wagner asked if the finished look is black and white or steel. Mr. Sullivan replied the sign is painted black and white.
- Chairman Eisenhardt asked if the prior Standard Press sign will be removed. Mr. Sullivan answered yes, and the front façade will be power washed to give a consistent color.
- There were no further comments.
- Commissioner Wagner moved, and Commissioner O'Brien seconded to approve the Sign Permit provided a sign permit is obtained, and allow staff to approve lighting as the submitted description if applicant desires per Historic Guidelines.

All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Chairman Eisenhardt asked Mr. Guidry for an update on the following pending projects: 533-541 Milwaukee Avenue, 164 E. Washington Street, and 488 Milwaukee Avenue. Mr. Guidry responded 533-541 Milwaukee Avenue expires at the end of October, and a reminder letter will be sent; 164 E. Washington Street is hard to get a hold of, but will keep trying; and 488 Milwaukee Avenue has a little more trim work to complete, but hopes to open soon.

ADJOURNMENT

Commissioner O'Brien moved, and Commissioner Petersen seconded to adjourn the meeting at 6:04 p.m. All were in favor and the motion carried.

Recording Secretary,

Kristine Anderson
Administrative Assistant



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 6A

DATE: September 24, 2020

SUBJECT: Extension for the Certificate of Appropriateness and Façade Grant for properties located at 533 and 541 Milwaukee Avenue.

SUBMITTED BY: Gregory Guidry, Building Inspector

DETAILS:

Judith Schulz of Teacher Place is requesting a second extension for the Certificate of Appropriateness and front Façade Grants for properties located at 533 and 541 Milwaukee Avenue. The first Façade Grant expired May 23, 2020, and the second one expires November 1, 2020. On May 23, 2019, the Historic Preservation Commission approved a Certificate of Appropriateness (COA) for 533 and 541 Milwaukee Avenue. The HPC also approved a façade grant in the amount of \$5,000 for 533 Milwaukee Avenue, and \$5,000 for 541 Milwaukee Avenue.

As a reminder, the proposed project for 533 Milwaukee Avenue consists of:

- The front façade restoration include: repair, repaint, and replace the lights of the street-facing façade of the building. The applicant proposes to repaint the façade in three colors (similar to current colors, but not exactly replicating the existing colors);
 1. “Rugger Brown” brown color: field panels, 1st and 2nd story cornices, mullions
 2. “Ruby Red” red color: 1 x 1 and 2 x2 bulkhead trim and similar, upper cornice details
 3. Gold color: small trim, cove moldings, cornice details, and similar
- Repair where possible. Replacements of wood panels, trim, etc. as necessary with painted white pine, BDO board, fiber cement trim board, Fypon.
- Repaint sign background brown, gold letters, red and gold details as approved in 2000
- Replace lights/shades with same design and color in black

As a reminder, the proposed project for 541 Milwaukee Avenue consists of:

- The front façade restoration include: repair, repaint, and replace the lights of the street-facing façade of the building. The applicant proposes to repaint the façade in three colors (similar to current colors, but not exactly replicating the existing colors);
 1. “Olive Tree Green” green color: field panels, column details, upper cornice details
 2. “Rugger Brown” brown color: 1 x 1 and 2 x2 bulkhead trim and similar, 1st story cornice, mullions
 3. Gold color: small trim, cove moldings, cornice details, and similar
- Repair where possible. Replacements of wood panels, trim, etc. as necessary with painted white pine, BDO board, fiber cement trim board, Fypon.
- Repaint sign background brown, gold letters, green, and gold details as approved in 2000
- Replace lights/shades with same design and color in black

Please see the attached extension request correspondence.

Teacher Place, Inc.

Non-profit educational center, Established 1976
533 Milwaukee Av, Burlington, WI 53105

Sept 8, 2020

City Inspector Gregory Guidry
Historic Preservation Commission
Burlington, Wisconsin

Thank-you for the email asking about the status of our historic preservation project.

We appreciate the extension to Nov. 1, 2020, that was issued due to the uncertainty of the impact of the Covid world-wide pandemic.

Work has started off-site. We have a substantial down payment with the contractor, and in August 2020 they were here double checking measurements. They have started off-site production prefabrication in their shop of the various facade custom panels for our building facades. The paint has been purchased as well.

However, that work has now been affected and delayed by both reduction in supplier manufacture and delayed delivery of material (which is due to the ongoing Covid pandemic according to suppliers) as well as difficulty sourcing certain manufactured components necessary for project completion.

And now, we were just notified on Friday September 4 that the finish carpenter assigned to our project was transported by ambulance and hospitalized with severe pneumonia on Thursday evening. Then yesterday, Sept 7, the contractor called to tell us that he was transported over the weekend to a Madison hospital in guarded condition. His discharge and return dates are absolutely uncertain at this point.

The company does not have any other personnel available to reassign for work on our project at this time. Therefore, although the plan was to finish by Nov 1, we can no longer be certain as to whether that time line will be realized at this point. It seems unlikely.

The complexity of things which are not under our control is very frustrating. Though we had planned to be done yet this year, it has now become necessary to request an extension. *We would certainly appreciate the understanding of the Historic Preservation Commission and their working with us in providing an extension, in case we are unable to meet the Nov 1, 2020 date.*

Judith Schulz
Teacher Place, Inc.



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7A

DATE: September 24, 2020

SUBJECT: Sign Permit for 597 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:

Mike Hammes, owner, is requesting approval of a Sign Permit located at 597 N. Pine Street. The proposed project consists of:

- The installation of a projecting sign. Mike Hammes, owner, proposes to install a hanging sign from the existing bracket. The sign is constructed of ¾ inch thick barn wood, and measures 2 feet in height by 6 feet in width. The roof above the signage is 7 feet wide. The sign is more than 8 feet above the sidewalk, which meets the ordinance. The sign will read “Rustic Roots Food & Spirits”, with white lettering made of marine grade wood on a gray and black colored background. The letters are 12 inches or less in height. The name of the business is being changed from White Fox Pub to Rustic Roots. The approved existing lighting will be used. These measurements and location are within the allowed size per the Historic District requirements.

Gregory Guidry, Building Inspector, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the September 14, 2020 memorandum to the Commission.

PROPERTY FILE HISTORY:

Year Built: 1895			
COA previously issued?	Yes: X	No:	Year: 2016
Previous COA project details:	2016-façade repairs on Milwaukee Ave. & N. Pine St.		
2007-façade maintenance			
2003-awning			
Previous façade grants received?	Yes: X	No:	Amount: \$10,000
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 September 24, 2020 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 14, 2020

Re: Sign Permit Application, 597 N. Pine Street

Desired Outcome: Installation of a hanging sign

Location: 597 N. Pine Street

Summary: Mike Hammes, owner, proposes to install a hanging sign from the existing bracket. The sign is constructed of $\frac{3}{4}$ inch thick barn wood, and measures 2 feet in height by 6 feet in width. The roof above the signage is 7 feet wide. The sign is more than 8 feet above the sidewalk, which meets the ordinance. The sign will read "Rustic Roots Food & Spirits", with white lettering made of marine grade wood on a gray and black colored background. The letters are 12 inches or less in height. The name of the business is being changed from White Fox Pub to Rustic Roots. The approved existing lighting will be used. These measurements and location are within the allowed size per the Historic District requirements.

Recommendation: Staff recommends that the Historic Preservation Commission approve the submitted Sign Permit for 597 N. Pine Street. This approval is subject to the following conditions.

1. All work shall be completed per the application materials submitted on August 27, 2020.
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	Met	The approved existing lighting will be used.
(5) Limitations on types of window signs 315-74 (E)	NA	
(6) Signage Color 315-74 (F)	Met	The background is gray and black with white lettering.
(7) Sign Letter and overall size 315-74 B (3)	Met	The letters are 12 inches or less in height, which is within the HPC requirements. The sign measures 2 feet high by 6 feet wide, which is 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)	Met	The existing approved lighting meets the required specifications.
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.

Kristy 262-342-1161

8-27-20



APPLICATION FEE: \$150
per.

Application for the Historic Preservation Overlay District Sign Permit

PROJECT ADDRESS:

597 N. Pine ST, Burlington, WI

Property Owner Information

Property Applicant Information

Mike Hammes
Owner of Property

Mike Hammes
Applicant Name

597 N. Pine
Owner's Address

597 N. Pine
Applicant Address

Burlington WI.
City, State and Zip Code

Burlington WI.
City, State and Zip Code

262-498-0044
Phone Number Fax Number

262-498-0044
Phone Number Fax Number

Email Address

Email Address

Mike Hammes
Owner's Signature

Dennis Sparkoush Agent
Applicant's Signature Burti Sign Co

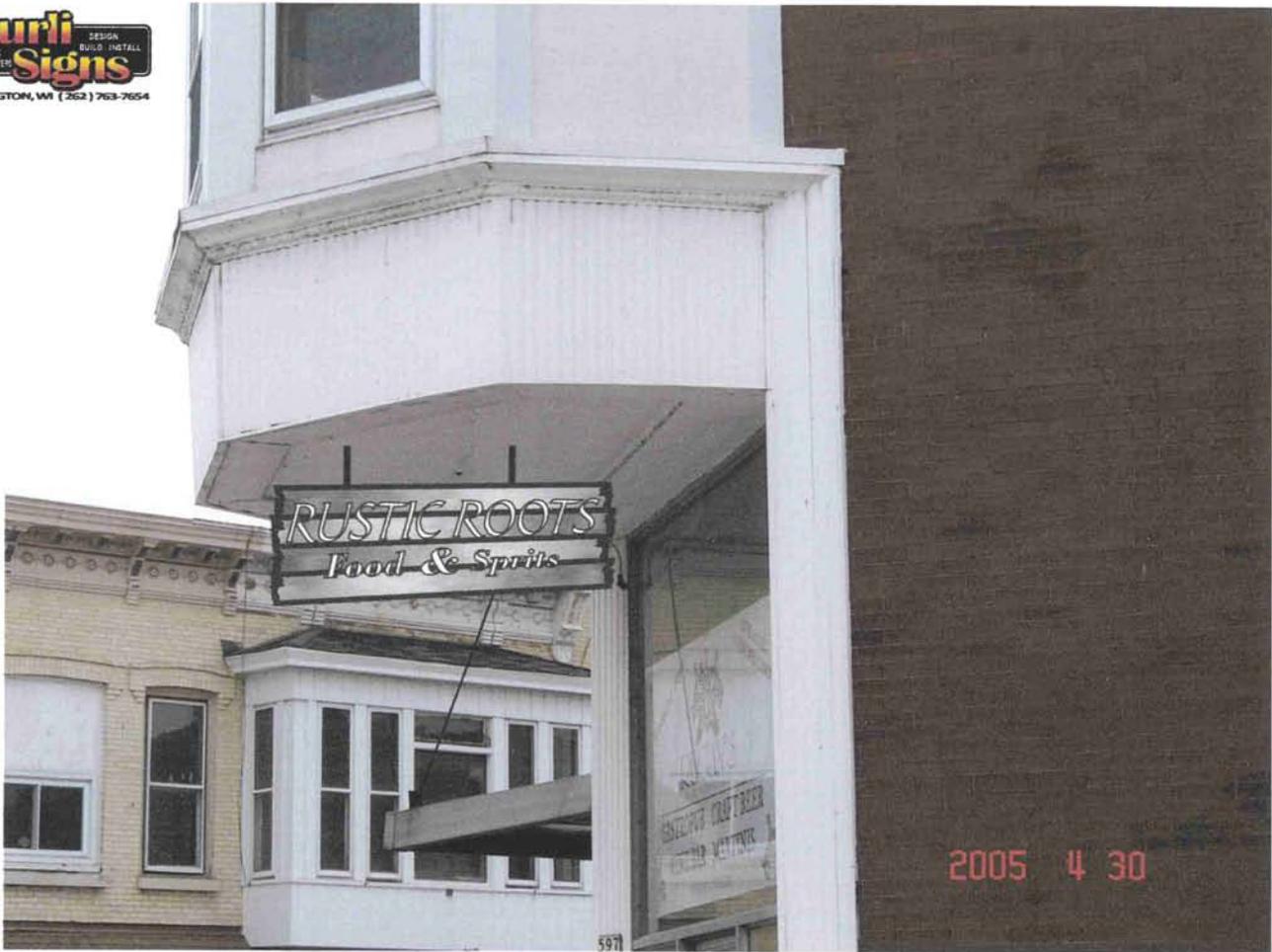
Name of Business: White Fox Pub

Contractor's name and address: Burti Sign Co
125 FRONT ST. Burlington 763-7654

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:

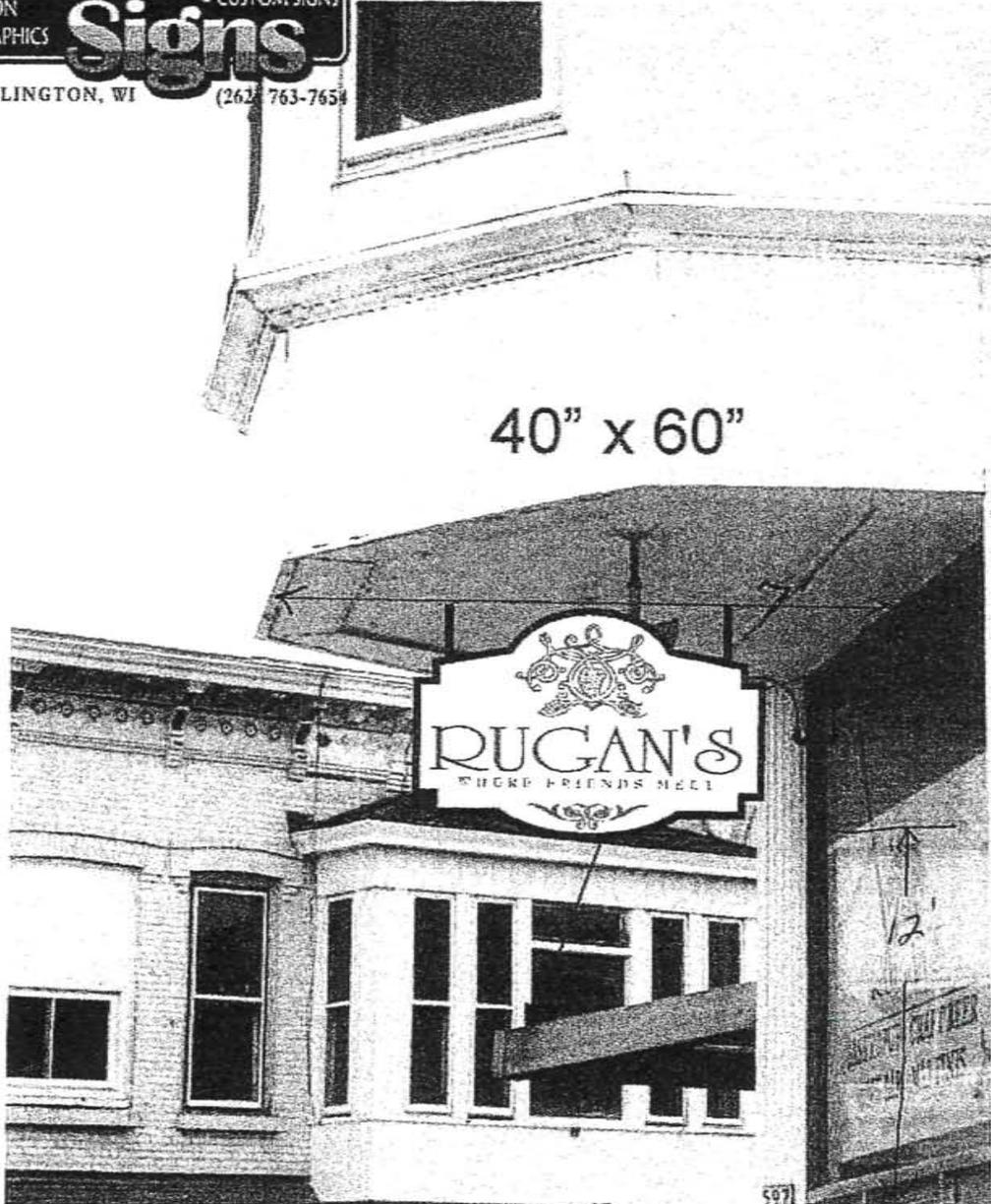
- Proposed sign placement on the building with scaled dimensions indicating placement, distance extension from building and height of the sign relative to the abutting sidewalk (or surrounding grade if there isn't a sidewalk) for each sign proposed.
- The actual building dimensions, height and length 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



3/4" Barn wood / marine grade wood LETTERS
6' x 24"



Burli • SERVICE
• NEON • CUSTOM SIGNS
• GRAPHICS **Signs**
BURLINGTON, WI (262) 763-7654



2005 4 30



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7B

DATE:

September 24, 2020

SUBJECT: Sign Permit for 564 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:

Ansay & Associates, applicant, is requesting approval of a Sign Permit located at 564 N. Pine Street. The proposed project consists of:

- The installation of a wall sign. Dennis Spankowski on behalf of Uncle Steve's Garage for Ansay & Associates, proposes to install a sign on the bottom of the projecting second story window. The window is a prominent architectural feature of the structure. It is unclear whether this window is original. The applicant shall obtain historic imagery of this historical façade to better advise on signage placement and overall storefront composition. The proposed wall signage is proposed on the upper store projecting window. The signage band appears to be below the projecting window and should be considered for the location of the signage. The sign measures 24 inches tall by 172 inches wide (26 square feet in total). The current proposal shows that the sign will cover more than 60% of the sign board. This proposed signage will obscure architectural details of the façade. The proposed signage colors are a logo, and no lighting is proposed. The decision is contingent on the following:
 1. Historic photographs of the original storefront to be shared with the Historic Preservation Commission.
 2. Whether an alternative signage location can be considered (in the traditional signage band location) and reasoning for the proposed location of the sign in a non-traditional signage band location. The proposal is not compliant. – see page 2.
 3. Measurement of the first story façade to confirm compliance with maximum signage area. – see page 3.

A recommendation from Tanya Fonseca, Graef, whose memorandum is attached, is subject to conditions as listed in the attached September 15, 2020 memorandum to the Commission.

PROPERTY FILE HISTORY:

Year Built: 1893			
COA previously issued?	Yes: X	No:	Year: 2017
Previous COA project details:	2017-rear repairs, 2016 – repairs & replace windows 2001-paint, sign, brick repair		
Previous façade grants received?	Yes: X	No:	Amount: \$13,050
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 September 24, 2020 Historic Preservation Commission meeting.



One Honey Creek Corporate Center
125 South 84th Street, Suite 401
Milwaukee, WI 53214-1470
414 / 259 1500
414 / 259 0037 fax
www.graef-usa.com

collaborāte / formulāte / innovāte

MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF

DATE: September 15, 2020

SUBJECT: Review of Certificate of Appropriateness and Signage Permit Application
for 564 N. Pine Street

A. PURPOSE

Consider for approval a Certificate of Appropriateness and Signage Permit application from Dennis Spankowski (Burli Signs) on behalf of Uncle Steve's Garage LLC for 564 N. Pine Street (Ansay & Associates).

B. RECOMMENDATION

Based upon the review of submitted materials for 564 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 Dennis Spankowski. This decision will be determined at the next Historic Preservation Commission meeting – September 24, 2020.

Information for the Applicant to confirm:

1. Historic photographs of the original storefront to be shared with the Historic Preservation Commission to better understand the composition of the building and what is original or not.
2. Whether an alternative signage location can be considered (in the traditional signage band location) and reasoning for the proposed location of the sign in a non-traditional signage band location. The proposal is not compliant with (B) (1) *Placement of wall, fascia (including transoms), and awning signs.* – see page 2.
3. Measurement of the first story façade to confirm compliance with (B)(2) *Maximum signage area.* – see page 3.

C. TYPE & CHARACTER OF RENOVATIONS

Dennis Spankowski of Burli Signs has submitted a Signage Permit Application to install a sign on the bottom of the projecting second story window at 564 N. Pine Street. The window is a prominent architectural feature of the structure. It is unclear whether this window is original. It is requested that the Applicant obtain historic imagery of this historic façade for the Historic Preservation Commission to better advise on signage placement and overall storefront composition.

The sign is described as follows:

1. Front fascia signage – laminate printed with “Ansay & Associates Insurance & Benefit Solutions.”
The signage will measure 24” tall by 172” wide (26 square feet in total).

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	
Article VII. §315-74. Signs in HPO Historic Preservation Overlay District		
A. Signs prohibited in the HPO Historic Preservation Overlay District.	N/A	
B. (1) Placement of wall, fascia (including transoms), and awning signs.	Not Met	<p><i>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 be allowed to be located above the upper edge of the traditional building sign band.</i></p> <p>The proposed wall signage is proposed on the upper store projecting window. The signage band appears to be below this area and should be considered for the location of the signage.</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
(2) Maximum signage area.	Not Met	<p><i>Maximum signage area. The total maximum cumulative signage area of all signage placed upon the street-facing facade (including all wall, fascia, and awning signs, and interior signs visible from the display window and entries) of a building (not including freestanding sandwich signs, or projecting and overhanging signs placed above the upper edge of the building sign band) shall not exceed 15% of the total area of that portion of the first floor street-facing facade 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 (attached or detached) of storefront display windows shall be counted towards the total maximum cumulative signage area.</i></p> <p>The proposed dimensions of the sign are 24" tall by 172" wide (26 square feet in total). The dimensions of the first-floor façade need to be confirmed. The application includes dimensions of 20' wide by 45' high, which is likely the entire façade measurement (both stories).</p>
(3) Maximum signage lettering (for wall or fascia signs).	Not Met	<p><i>Maximum signage lettering. 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 band or window upon which the letters are placed.</i></p> <p>The proposed sign will not include letters or numbers that exceed 12 inches in height. The current proposal shows that the sign will cover more than 60% of the sign board. An alternative location is being requested for this signage, however.</p>
(4) Maximum number of wall, fascia (including transoms), and awning signs.	Met	<p>The maximum is four signs. The applicant has proposed one sign on the wall of the structure.</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
(5) Wall and fascia (including transoms) sign placement not to visually obscure architectural details.	Not Met	This proposed signage will obscure architectural details of 564 N. Pine Street.
C. Illumination of signs.	N/A	Applicant proposes no lighting.
D. Signage color.	Met	The proposed signage colors are a logo.
Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines		
Secretary of Interior's "Standards for Rehabilitation" (p. 6)	Not Met	<p>The structure has been altered to a point that the historic character is not fully retained. Property owner should consider the storefront façade to make it better compliant.</p> <p>Property owner should consider pages 6, 9-15, 19-20 of the City of Burlington Historical Preservation District Standards & Guidelines.</p>

8/18/20



Application for the Historic Preservation Overlay District Sign Permit

PROJECT ADDRESS:

564 N. Pine St

, Burlington, WI

Property Owner Information

Property Applicant Information

Uncle Steve's Garage LLC

Owner of Property

Ansay & Associates

Applicant Name

5912 N. Ottawa Av

Owner's Address

564 - Pine

Applicant Address

Chicago, Ill 60631

City, State and Zip Code

Burlington

City, State and Zip Code

Phone Number

Fax Number

414 - 510 5121

Phone Number

Fax Number

Email Address

Dennis Spankowski

Owner's Signature

D Spankowski Agent

Email Address

Applicant's Signature

D Spankowski

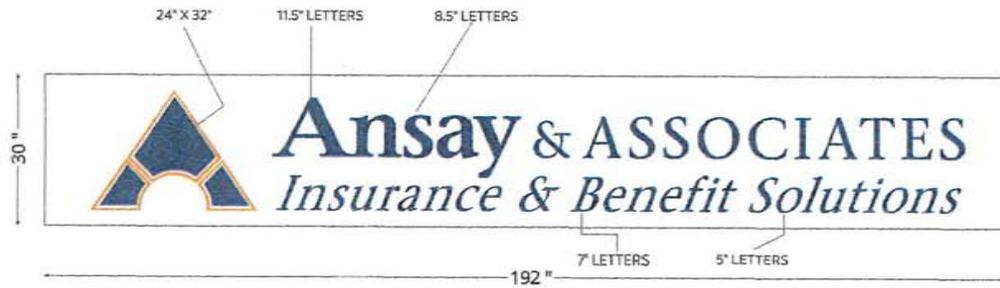
Name of Business: Ansay INS.

Contractor's name and address: Burl. Sign Co.

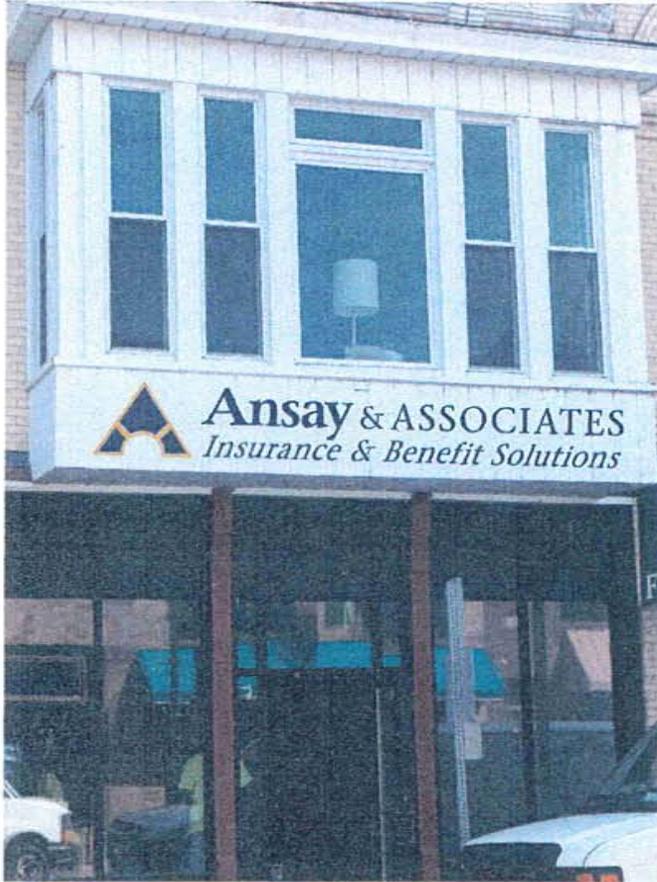
Include the Following with Application

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



PROPOSED SIGNAGE



LETTERS ON BUILDING:

- ½" MDO
- STUD MOUNT
- OVERALL SIZE 24" X 172" (26) SQ FT.
- COLOR CODE - SEE FILE
- INSTALLED

\$2,600.00 + TAX

*Building 20' Long
45' High*

*white section
192" L x 30" H
smaller than
building*



All Original Designs, Logos, Artwork, Etc. Remain The Property Of Burli Signs, and May Not Be Used Or Reproduced In Any Form Without Written Permission by Burli Signs Or Purchased From Burli Signs. All Rights Reserved.

BUSINESS	ANSAY & ASSO.	
ADDRESS	564 PINE ST.	
CITY / STATE	BURLINGTON, WI	
CONTACT NAME	KAYLA	
E-MAIL	kayla.beaudry@ansaydevelopment.com	
OFFICE PHONE	NA	
MOBILE PHONE	414-510-5121	
FAX #	NA	
SIGN TYPE	LETTERS ON BUILDING	
SIGN SIZE	SEE FILE	
LETTER SIZE	SEE FILE	
MATERIAL	OPTIONAL	
<input type="checkbox"/> SINGLE SIDE	<input checked="" type="checkbox"/> DOUBLE SIDE	
LIGHTING LAMPS	NO	
BALLASTS	NO	
POWER PACKS	NO	
MOUNTING	SEE FILE	
NO. OF SIGNS	2	
FOOTING SIZE	NO	
CONTACTED ON	JULY 30, 2020	
COMPLETED ON	INCOMPLETE	
JOB LOCATION	564 PINE ST. BURLINGTON, WI	
PRICE	TAX	TOTAL
SEE FILE		



125 Front St.
Burlington, WI, 53105
262-763-7654
FAX 262-763-1879
bryan@burlisigns.com
burlisigns.com

Designer:
Bryan Spankowski

NOTES:

PMS 281C
 PMS 144C

SIGNATURE

DESCRIPTION OF WORK

- QUOTE PRICE
- PROVIDE ACCEPTED PROOF
- MANUFACTURE SIGNS
- SECURE PERMITS
- INSTALL SIGNS

VINYL COLOR/S

PRINTED W/ LAMINATE

CAN COLOR/S

NA



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7C

DATE:

September 24, 2020

SUBJECT: Sign Permit for 400 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:

Scott Hermann, applicant, is requesting approval of a Sign Permit located at 400 N. Pine Street. The proposed project consists of:

- The installation of a two signs. Scott Hermann, on behalf of Thrivent, proposes to install a signage in the center front window and in the front center door. The two signs are as follows:
 1. Projecting (blade) sign – aluminum letters, in the colors of the Thrivent logo – white, black, and red. The total size to the sign will be 4 feet high by 5 feet wide and 3 inches deep. The sign appears to be the same dimension and similar to the shape of the current sign.
 2. Front entrance door decal signage – cut vinyl applied to the window including the business name, practice name, and phone number. The total size of the decal will be 7 ¼ inches high by 12 inches wide, installed at eye level.

Note: The applicant should confirm the dimensions of the upper building façade in order to confirm that the proposed sign does not exceed the 7%.

A recommendation from Tanya Fonseca, Graef, whose memorandum is attached, is subject to conditions as listed in the attached September 16, 2020 memorandum to the Commission.

PROPERTY FILE HISTORY:

Year Built: 1870			
COA previously issued?	Yes: X	No:	Year: 2017
Previous COA project details:	2017-façade repairs, 2010-sign		
Previous façade grants received?	Yes: X	No:	Amount: \$10,250
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 September 24, 2020 Historic Preservation Commission meeting.



One Honey Creek Corporate Center
125 South 84th Street, Suite 401
Milwaukee, WI 53214-1470
414 / 259 1500
414 / 259 0037 fax
www.graef-usa.com

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MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF
Tanya Fonseca, AICP

DATE: September 16, 2020

SUBJECT: Review of Certificate of Appropriateness and Signage Permit Application
for 400 N. Pine Street.

A. PURPOSE

Consider for approval a Certificate of Appropriateness and Signage Permit application from Scott Herrmann for Thrivent, located at 400 N. Pine Street, Burlington, WI 53105 for two new signs.

B. RECOMMENDATION

Based upon the review of submitted materials for 400 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 Scott Herrmann. This decision will be determined at the next Historic Preservation Commission meeting – September 24, 2020.

Applicant to confirm that the blade sign shall not exceed 7% of the upper building façade area – currently pending in the application. It is assumed that this sign is compliant with this requirement.

C. TYPE & CHARACTER OF RENOVATIONS

Scott Herrmann (property owner) has submitted a Signage Permit Application on behalf of Thrivent to install a signage in the center front transom window and in the front center door.

The two signs are as follows:

1. Projecting (blade) sign – aluminum letters, in the colors of the Thrivent logo – white, black, and red. The total size of the sign will be 4' high by 5' wide. The sign will be 3" deep. The sign appears to be the same dimension and similar to the shape of the current sign.
2. Front entrance door decal signage – cut vinyl applied to the window indicating the business name, practice name, and phone number. The total size of the decal will 7 1/4" high and 12" wide, installed at eye level.

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

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Required Application Materials		
Certificate of Appropriateness	Complete	
Article VII. §315-74. Signs in HPO Historic Preservation Overlay District		
A. Signs prohibited in the HPO Historic Preservation Overlay District.	N/A	
B. Projecting and hanging signs.		
(1) Minimum and maximum height of projecting and hanging signs.	Met	<p><i>All projecting or hanging signs in the HPO District shall be elevated a minimum of eight feet.</i></p> <p>Although the applicant has not indicated how high they plan to install the sign, it will clearly be higher than 8 feet.</p> <p><i>Projecting or hanging signs may be placed above the sign band; however, no projecting or hanging sign shall extend above the top edge of the largest secondary window.</i></p> <p>The applicant has indicated that the sign will be installed in the current location – above the sign band and below the top edge of the windows on the building's second story.</p>
(2) Limitation of the extension of projecting and hanging signs.	Met	<p><i>Projecting and hanging signs in the HPO District shall not project more than five feet from the surface of its supporting building.</i></p> <p>The applicant has confirmed that the hanging projecting sign that is 5 feet wide will not project beyond this width.</p>

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
(3) Placement of projecting and hanging signs.	Met	<p>All projecting and hanging signs in the HPO District shall be placed perpendicular to the building façade and not flush with the building façade.</p> <p>Applicant proposes to place the proposed sign perpendicular to the building façade.</p>
(4) Maximum area of projecting and hanging sign.	Pending	<p>The maximum cumulative permitted area allowed for all projecting or hanging signs on a structure in the HPO District shall not exceed 7% of the upper building façade area.</p> <p>The applicant should confirm the dimensions of the upper building façade in order to confirm that the proposed sign does not exceed the 7% – it is assumed that the signage meets this criteria without any issue.</p>
(5) Limitation of the number of projecting and hanging signs.	Met	One sign per business is allowed – one sign is proposed.
C. Illumination of signs.	N/A	Applicant proposes no lighting.
D. Limitations on types of window signs (including transom windows).	Met	Current code outlines that window signs shall be gilded, painted, vinyl, etched glass, or leaded glass letters on the inside or outside of the storefront windows.
E. Signage color.	Met	The signs are a logo.
Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines		
Secretary of Interior’s “Standards for Rehabilitation” (p. 19)	Met	



 Application for the Historic Preservation Overlay District Sign Permit

PROJECT ADDRESS:

400 N. Pine Street

, Burlington, WI

Property Owner Information

Scott Herrmann

Owner of Property

257 Edward Street

Owner's Address

Burlington, WI 53105

City, State and Zip Code

262-716-5454

Phone Number

Fax Number

scott_h35@yahoo.com

Email Address

Scott HerrmannDigitally signed by Scott Herrmann
Date: 2020.08.18 10:35:43 -05'00'

Owner's Signature

Name of Business: **Thrivent**

Property Applicant Information

Scott Herrmann

Applicant Name

400 N. Pine Street

Applicant Address

Burlington, WI 53105

City, State and Zip Code

262-806-7390

Phone Number

Fax Number

jen.grimme@thrivent.com

Email Address

Scott HerrmannDigitally signed by Scott Herrmann
Date: 2020.08.18 10:36:03 -05'00'

Applicant's Signature

 Contractor's name and address: **Jones Sign - Chelsie Arendt**
1711 Scheuring Road, DePere, WI 54115
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

PROHIBITED SIGNAGE IN THE HISTORIC PRESERVATION OVERLAY DISTRICT

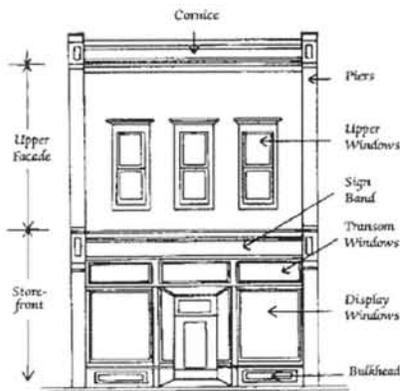
The following signs shall be prohibited in the (HPO) Historic Preservation Overlay District:

- 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.
- 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.

ALLOWABLE SIGNAGE IN THE HISTORIC PRESERVATION OVERLAY DISTRICT

Ordinance 315-62 through 315-83

Wall, fascia (including transoms), and awning signs. 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 be allowed to be located above the upper edge of the traditional building sign band. (See Subsection C for the allowance of projecting and hanging signs). Awning signs should be limited to the valance only.



- Maximum signage area. The total maximum cumulative signage area of all signage placed upon the street-facing facade (including all wall, fascia, awning signs and interior signs visible from the display windows and entries) of a building (not including freestanding sandwich signs, or projecting and overhanging signs placed above the upper edge of the building sign band) shall not exceed 15% of the total area of that portion of the first floor street-facing facade which lies below the upper edge of the building sign band. Gilded, vinyl, painted letters or other business signage placed on the inside or outside (attached and detached) of storefront display windows shall not be counted towards the total maximum cumulative signage area.
- Maximum signage lettering. 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 band or window upon which the letters are placed.
- Maximum number of wall, fascia (including transoms), and awning signs. The total maximum number of all wall, fascia (including transoms), and awning signs placed upon the street-facing facade of a building shall not exceed four signs. Gilded, vinyl, painted letters or other business signage placed on the inside or outside (attached or detached) of storefront display windows shall be counted towards the maximum number of wall, fascia (including transoms), and awning signs. Hours of operation shall not be included in these calculations as they are not considered business signage.

- Wall and fascia (including transoms) sign placement not to visually obscure architectural details. No wall sign or fascia (including transoms) shall be placed so as to visually obscure architectural details which are important to the historic character of the HPO District and the building upon which such wall or fascia sign is placed.

Projecting and hanging signs. Projecting and hanging signs are allowed in the HPO District to extend only over public rights-of-way occupied by pedestrian sidewalks subject to the following:

- Minimum and maximum height of a projecting and hanging sign. All such projecting or 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.
- Limitation of the extension of a projecting and hanging sign. Any such projecting or hanging sign in the HPO District shall not project more than five feet from the surface of its supporting building. All such projecting 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.
- Placement of projecting and hanging signs. All projecting and hanging signs in the HPO District shall be placed perpendicular to the building facade and not flush with the building facade.
- Maximum area of a projecting and hanging sign. The maximum cumulative permitted area allowed for all projecting or hanging signs on a structure in the HPO District shall not exceed 7% of the upper building facade area. The upper building facade area shall be determined by multiplying the width of the upper building facade by its height (height as measured from the upper edge of the sign band to the upper edge of the cornice).
- Limitation of the number of projecting and hanging signs. The total number of projecting signs allowed a structure in the HPO District shall be one sign per business.

Illumination of signs. Non-flashing, illuminated signs shall be permitted in the HPO District. If signs are illuminated, said signs shall be externally illuminated and subject to the provisions of §315-70E of this chapter. No electronic message signs shall be installed in the HPO District.

Limitations on types of window signs (including transom windows). All window business signs (including transom windows) in the HPO District shall be gilded, painted, vinyl, etched glass, or leaded glass letters placed on the inside or outside of storefront display windows. Product and/or company logo signs are allowed on the inside of storefront display windows.

Signage color. All signage shall be of a color which is compatible and complementary with the color of the building construction materials found in the HPO District. Company or organizational logos with colors outside of the HPO color palette are allowed.

Signage of Corner Buildings. If a structure in the downtown district is on a corner and therefore has two street-facing facades, consideration to a second sign will be given. The sign dimension can mirror what is allowable on the primary side, if the second side is equal to or larger in size than the primary façade and existing signage. If the secondary façade is shorter, signage must be proportional to the primary façade signage, based on the width of the structure.

Alleyway signage for deliveries. Signage in the alleyway to identify businesses for deliveries and staff access are permitted. Alleyway signs shall not exceed 2 foot by 4 foot or eight total square feet in size.

SITEPLAN



N.T.S.

WORK SCOPE

- 1 TP.W.48 : BLADE SIGN (Qty 1)
- 2 DV.W.1.PI : DOOR VINYL w/ PRACTICE & INFORMATION (Qty 1)
- ~~3 RL.C.15 : RECEPTION LETTERS (Qty 1) - PREFERRED~~
- 3 RL.C.15.P : RECEPTION LETTERS w/ PRACTICE (Qty 1)-ALT
- 4 RL.C.12 : RECEPTION LETTERS (Qty 1) - PREFERRED
- ~~4 RL.C.12.P : RECEPTION LETTERS w/ PRACTICE (Qty 1)-ALT~~

CODE ALLOWANCE

CODE INFORMATION...

JONES SIGN
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JOB #: 251678-R1
DATE: 08.12.2020
DESIGNER: L.Holton
SALES REP: X. Kocooz
PROJ MGR: C. Arendt

REV	DATE	BY	DESCRIPTION
1	08.14.20	LH	REVISION: WINDOW VINYL, ADD RL.15 PREFERRED
2	08.20.20	JK	0000
3	08.26.20	JK	0000
4	08.28.20	JK	0000
5	08.28.20	JK	0000
6	08.28.20	JK	0000
7	08.28.20	JK	0000
8	08.28.20	JK	0000
9	08.28.20	JK	0000
10	08.28.20	JK	0000

CLIENT APPROVAL _____ DATE _____
LANDLORD APPROVAL _____ DATE _____

thrivent

THRIVENT # TS63930
400 N PINE ST
BURLINGTON, WI 53105

SHEET NUMBER

0.0

1 TP.W.48 BLADE SIGN (Qty 1 FACE FOR EXISTING D/F SIGN)



EXISTING
SCALE: N.T.S.



PROPOSED
SCALE: N.T.S.



FRONT VIEW
SCALE: 3/4\"/>

- SPECIFICATIONS**
1. ALUM. PAN PAINT P-3, P-4
 2. 1/2\"/>

- COLORS/FINISHES**
- P-1 MP TO MATCH PMS 1945C DARK RED
 - P-2 MP TO MATCH PMS 1925C LIGHT RED
 - P-3 MP BLACK
 - P-4 MP WHITE
 - V-6 3M 1080-M230 MATTE GRAY ALUMINUM

NOTES
- REMOVE AND SCRAP EXISTING BLADE SIGN

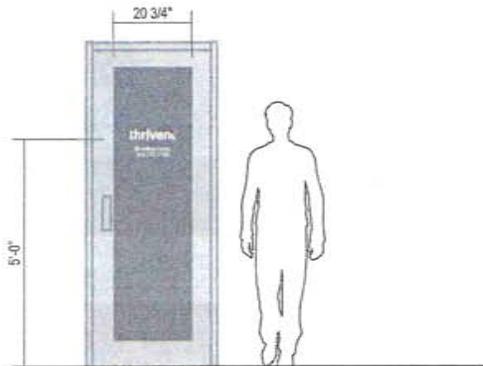
<p>JONES SIGN Your Vision. Accomplished. WWW.JONESIGN.COM</p>	<p>Job # 251678-R4 DATE: 08.12.2020 DESIGNER: L.Holton SALES REP: X.Xxxxxx PROJ MGR: C.Ansdt</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td>1</td><td>08.14.20</td><td>LA</td><td>ISSUE SIGN OFFER, 400 N PINE ST</td></tr> <tr><td>2</td><td>08.15.20</td><td>LA</td><td>ADD 24 LETTERS, 200N PINE ST, LETTERS</td></tr> <tr><td>3</td><td>08.22.20</td><td>LA</td><td>CHG FRONT LETTERS, REMOVE RED, 400 N PINE ST</td></tr> <tr><td>4</td><td>08.23.20</td><td>LA</td><td>BLADE SIGN SHAPE</td></tr> <tr><td>5</td><td>08.24.20</td><td>XX</td><td>XXXX</td></tr> <tr><td>6</td><td>08.24.20</td><td>XX</td><td>XXXX</td></tr> <tr><td>7</td><td>08.25.20</td><td>XX</td><td>XXXX</td></tr> <tr><td>8</td><td>08.25.20</td><td>XX</td><td>XXXX</td></tr> <tr><td>9</td><td>08.25.20</td><td>XX</td><td>XXXX</td></tr> <tr><td>10</td><td>08.25.20</td><td>XX</td><td>XXXX</td></tr> </tbody> </table>	REV	DATE	BY	DESCRIPTION	1	08.14.20	LA	ISSUE SIGN OFFER, 400 N PINE ST	2	08.15.20	LA	ADD 24 LETTERS, 200N PINE ST, LETTERS	3	08.22.20	LA	CHG FRONT LETTERS, REMOVE RED, 400 N PINE ST	4	08.23.20	LA	BLADE SIGN SHAPE	5	08.24.20	XX	XXXX	6	08.24.20	XX	XXXX	7	08.25.20	XX	XXXX	8	08.25.20	XX	XXXX	9	08.25.20	XX	XXXX	10	08.25.20	XX	XXXX	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">CLIENT APPROVAL</td> <td style="width: 50%;">DATE</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> <tr> <td>LANDLORD APPROVAL</td> <td>DATE</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	CLIENT APPROVAL	DATE			LANDLORD APPROVAL	DATE				<p>THRIVENT # TS63930 400 N PINE ST BURLINGTON, WI 53105</p>	<p>SHEET NUMBER 1.0</p>
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2 DV.W.1.PI DOOR VINYL W/ PRACTICE NAME & INFORMATION (Qty 1)



EXISTING
SCALE: N.T.S.



PROPOSED
SCALE: 3/8\"/>

SPECIFICATIONS

- VINYL GRAPHICS APPLIED 1ST SURFACE TO GLASS V-1, V-2, V-4

NOTES

- REMOVE EXISTING VINYL
- CLEAN FACE SURFACES PRIOR TO APPLYING VINYL GRAPHICS

COLORS/FINISHES

- V-1 3M 3830-53 CARDINAL RED OVER OPAQUE WHITE VINYL (DARK RED)
- V-2 3M 3830-78 VIVID ROSE OVER OPAQUE WHITE VINYL (LIGHT RED)
- V-4 3M 7725-20 OPAQUE WHITE



FRONT VIEW
SCALE: 1 1/2\"/>

JONES SIGN Your Vision. Accomplished. WWW.JONESIGN.COM	JOB #: 251678-R1 DATE: 08.12.2020 DESIGNER: L.Holtan SALES REP: X.Xxxxxx PROJ MGR: C.Arandt	REV. DATE BY DESCRIPTION 1 08.12.20 01 REMOVE EXISTING VINYL, ADD RL'S PREP	CLIENT APPROVAL DATE		THRIVENT # TS63930 400 N PINE ST BURLINGTON, WI 53105	SHEET NUMBER 2.0
		2 08.24.20 02 0000 3 08.24.20 03 0000 4 08.24.20 04 0000 5 08.24.20 05 0000 6 08.24.20 06 0000 7 08.24.20 07 0000 8 08.24.20 08 0000 9 08.24.20 09 0000	LANDLORD APPROVAL DATE			

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HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7D

DATE:

September 24, 2020

SUBJECT: Sign Permit for 208 E. Chestnut 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:

Scott Hermann, applicant, is requesting approval of a Sign Permit located at 208 E. Chestnut Street. The proposed project consists of:

- The installation of two decal window signs. Scott Hermann, on behalf of Thrivent, proposes to install a signage in the center front transom window and in the front center door. The two signs are as follows:
 1. Front center transom window signage – aluminum letters, in the colors of the Thrivent logo – white and red. The total size of the sign will be 1 inch high by 4 feet and 4 7/8 inches wide. The aluminum letters will be ½ inch deep. The letter will not be illuminated.
 2. Front entrance door decal signage – cut vinyl applied to the window indicating the business name. The total size of the decal will be 2 ¾ inches high and 12 inches wide, installed at eye level.

Note: The applicant is to confirm how the letters are being attached to the transom window to ensure that there will be no damage to the historic window.

A recommendation from Tanya Fonseca, Graef, whose memorandum is attached, is subject to conditions as listed in the attached September 16, 2020 memorandum to the Commission.

PROPERTY FILE HISTORY:

Year Built: 1870			
COA previously issued?	Yes:	No: X	Year: 2017
Previous COA project details:	2017-façade repairs		
Previous façade grants received?	Yes: X	No:	Amount: \$10,000
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 September 24, 2020 Historic Preservation Commission meeting.



collaborāte / formulāte / innovāte

MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF
Tanya Fonseca, AICP

DATE: September 16, 2020

SUBJECT: Review of Certificate of Appropriateness and Signage Permit Application
for 208 E. Washington Street.

A. PURPOSE

Consider for approval a Certificate of Appropriateness and Signage Permit application from Scott Herrmann for Thrivent, located at 208 E. Washington Street, Burlington, WI 53105 for two new signs.

B. RECOMMENDATION

Based upon the review of submitted materials for 208 E. Washington 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 Scott Herrmann. This decision will be determined at the next Historic Preservation Commission meeting – September 24, 2020.

Information for the applicant to confirm:

1. How the letters are being attached to the transom window to ensure that there will be no damage to the historic window.

C. TYPE & CHARACTER OF RENOVATIONS

Scott Herrmann (property owner) has submitted a Signage Permit Application on behalf of Thrivent to install a signage in the center front transom window and in the front center door.

The two signs are as follows:

1. Front center transom window signage – aluminum letters, in the colors of the Thrivent logo – white and red. The total size of the sign will be 1' high by 4' 4 7/8" wide. The aluminum letters will be 1/2" deep. The letters will *not* be illuminated.
2. Front entrance door decal signage – cut vinyl applied to the window indicating the business name. The total size of the decal will be 2 3/4" high and 12" wide, installed at eye level.

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

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
Required Application Materials		
Certificate of Appropriateness	Complete	
Article VII. §315-74. Signs in HPO Historic Preservation Overlay District		
A. Signs prohibited in the HPO Historic Preservation Overlay District.	N/A	
B. (1) Placement of wall, fascia (including transoms), and awning signs.	N/A	<p>All wall, fascia, and awning signs shall be placed below the upper edge of the traditional building sign band.</p> <p>The proposed wall signage is proposed within the building transom. The transom of this building is where a signage band typically would be and the proposed signage will complement the storefront structure.</p>
(2) Maximum signage area.	Met	The total cumulative signage area (not including the proposed window decal signs – per the code lettering is not counted towards this maximum cumulative signage area) shall not exceed 15% of the total area of that portion of the first-floor street-facing façade below the signage band.
(3) Maximum signage lettering (for wall or fascia signs).	Met	The proposed sign will not include letters or numbers that exceed 12 inches in height and will not cover more than 60% of the sign board.
(4) Maximum number of wall, fascia (including transoms), and awning signs.	Met	The maximum is four signs. The applicant has proposed one sign on the wall of the structure.
(5) Wall and fascia (including transoms) sign placement not to visually obscure architectural details.	Met	No proposed signage will obscure architectural details of 208 E. Washington Street.

APPLICABLE REVIEW STANDARD	EVALUATION	COMMENTS
D. Illumination of signs.	N/A	Applicant proposes no lighting.
E. Limitations on types of window signs (including transom windows).	Met	Current code outlines that window signs shall be gilded, painted, vinyl, etched glass, or leaded glass letters on the inside or outside of the storefront windows.
F. Signage color.	Met	Both proposed signs are a logo.
Burlington Historic Downtown Main Street District: Design Quality – Standards Guidelines		
Secretary of Interior’s “Standards for Rehabilitation” (p. 6)	Met	

8/20/20

APPLICATION FEE: \$150



Application for the Historic Preservation Overlay District Sign Permit

PROJECT ADDRESS:

208 E. Washington Street, Burlington, WI

Property Owner Information

Scott Herrmann
Owner of Property
257 Edward Street
Owner's Address
Burlington, WI 53105
City, State and Zip Code
262-716-5454
Phone Number
Fax Number
scott_h35@yahoo.com
Email Address
Scott Herrmann Digitally signed by Scott Herrmann
Date: 2020.08.18 10:35:43 -05'00'
Owner's Signature

Property Applicant Information

Scott Herrmann
Applicant Name
208 E. Washington Street
Applicant Address
Burlington, WI 53105
City, State and Zip Code
262-806-7390
Phone Number
Fax Number
jen.grimme@thrivent.com
Email Address
Scott Herrmann Digitally signed by Scott Herrmann
Date: 2020.08.18 10:36:03 -05'00'
Applicant's Signature

Name of Business: Thrivent

Contractor's name and address: Jones Sign - Chelsie Arendt
1711 Scheuring Road, DePere, WI 54115

Include the Following with Application

Please attach a recent photograph of the entire facade 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

5 DV.W.1 DOOR VINYL (Qty 1)

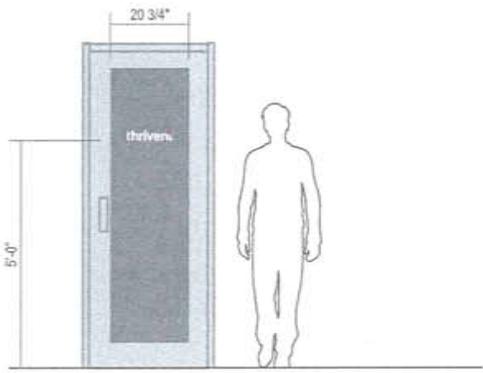
NOTE: SIZE OF GLASS - VERIFY



EXISTING - BACK DOOR
SCALE: N.T.S.



FRONT VIEW
SCALE: 1 1/2" = 1'-0"



PROPOSED
SCALE: 3/8" = 1'-0"

COLORS/FINISHES

	V-1	3M 3630-53 CARDINAL RED OVER OPAQUE WHITE VINYL (DARK RED)
	V-2	3M 3630-78 VIVID ROSE OVER OPAQUE WHITE VINYL (LIGHT RED)
	V-4	3M 7725-20 OPAQUE WHITE

- SPECIFICATIONS**
- VINYL GRAPHICS APPLIED 1ST SURFACE TO GLASS V-1, V-2, V-4

- NOTES**
- REMOVE EXISTING VINYL
 - CLEAN FACE SURFACES PRIOR TO APPLYING VINYL GRAPHICS

JONES SIGN Your Vision. Accomplished. WWW.JONESIGN.COM	JOB # 251678-R3 DATE: 05.12.2020 DESIGNER: L.Holton SALES REP: X.Xxxxxx PROJ MGR: C.Arandt	REV	DATE	BY	DESCRIPTION	CLIENT APPROVAL	DATE	thrivent THRIVENT # TS63930 400 N PINE ST BURLINGTON, WI 53105	5.0
		1	05.14.20	LA	STANDARD VINYL SIGN, 400 N PINE ST				
						LANDLORD APPROVAL	DATE		

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

6 CL.W.12.N NON-LIT LETTERS (Qty 1)

SQUARE FOOTAGE: 17.56

NOTE: SIZE OF WALL NOT KNOWN - VERIFY



EXISTING - BACK DOOR
SCALE: N.T.S.



EXISTING - BACK DOOR
SCALE: N.T.S.



FRONT VIEW
SCALE: 1" = 1'-0"



SIDE VIEW
SCALE: 1" = 1'-0"

COLORS/FINISHES

- P-1 MP TO MATCH PMS 1945C DARK RED
- P-2 MP TO MATCH PMS 1925C LIGHT RED
- P-4 MP WHITE

SPECIFICATIONS

1. ALUM. LETTERS, FACES & RETURNS PAINT P-1, P-2, P-4
2. MOUNT FLUSH TO BUILDING

NOTES

JONES SIGN
Your Vision. Accomplished.
WWW.JONESIGN.COM

Job # 251678-R3
DATE: 08.12.2020
DESIGNER: L.Holton
SALES REP: X.Xxxxxx
PROJ MGR: C.Arandt

REV	DATE	BY	DESCRIPTION
1	08.11.20	LF	ISSUE/REVISED/RELOC. AND PL. TO FRSH
2	08.16.20	LH	ADD 24 LETTERS, COLOR TRIPLE, PL. LETTERS
3	08.23.20	LH	EXTERIOR LETTERS NON-LIT, REMOVE PL. 23 & 24, 25P
4	08.28.20	SL	REV
5	09.03.20	SL	REV
6	09.08.20	ST	REV
7	09.28.20	SL	REV
8	10.01.20	SL	REV
9	10.01.20	ST	REV
10	10.08.20	ST	REV

CLIENT APPROVAL	DATE
LANDLORD APPROVAL	DATE

thrivent

THRIVENT # TS63930
400 N PINE ST
BURLINGTON, WI 53105

SHEET NUMBER
6.0

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HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7E

DATE: September 24, 2020

SUBJECT: Certificate of Appropriateness for 464 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:

Michelle Petersen, applicant, is requesting approval of a Certificate of Appropriateness located at 464 N. Pine Street. The proposed project consists of:

- Improvements including the following – tuck pointing, window and door replacement, fascia repair and painting, new awning installation. Bejing Garden is the primary occupant with residential units on the upper floors. The applicant proposes to remove the existing wood façade and trim and replace with painted composite materials to closely match the existing brick and trim colors. The front windows and door to be replaced with bronze finish system. The door proposes to have a taller-than-standard kick plate to adhere to historic specifications. The awning (a Mahogany color) is to span across the entire first floor, as was historically done. The paint color samples are included in the packet, which are Renwick Rose Beige & Extra White. The improvements include the following:
 1. Tuck pointing
 2. Window and door replacement
 - a) Fixed storefront windows in aluminum clad in bronze
 - b) Windows: 104" x 85 5/8" (two window panes), and 63" x 85 5/8"
 - c) Door size: 40" x 86"
 3. Fascia repair and painting
 - a) Wood composite (in place of wood) and painting in orange-red
 4. A welded aluminum shed-style awning with a fixed valance, closed wing, and a 10" high valance.

Note: The applicant shall confirm: 1) whether the window and door layout will remain as it presently is, 2) if the door to the upstairs units will match the new proposed door, 3) whether the awning will be installed above the existing band sign and if there are new signage plans (such as a blade sign).

A recommendation from Tanya Fonseca, Graef, whose memorandum is attached, is subject to conditions as listed in the attached September 16, 2020 memorandum to the Commission.

PROPERTY FILE HISTORY:

Year Built: 1865			
COA previously issued?	Yes: X	No:	Year: 2007
Previous COA project details:	2007-repair façade, paint, and repair windows		
Previous façade grants received?	Yes: X	No:	Amount: \$4,204
Current violations on property?	Yes:	No: X	
Violation Details:			

FINANCIAL REMARKS:

The applicant has applied for façade grants as seen in 7F.

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 24, 2020 Historic Preservation Commission meeting.



collaborāte / formulāte / innovāte

MEMORANDUM

TO: Historic Preservation Commission
City of Burlington

FROM: GRAEF
Tanya Fonseca, AICP

DATE: September 16, 2020

SUBJECT: Review of Certificate of Appropriateness for 464 N. Pine Street

A. PURPOSE

Consider for approval a Certificate of Appropriateness application from Michelle Petersen of J&P Properties Unlimited LLC of 120 E. Chestnut Street, Burlington, WI 53105 to make the following improvements to 464 N. Pine Street (Beijing Garden):

1. Tuckpointing
2. Window and door replacement
3. Fascia repair and painting
4. New awning installation

B. RECOMMENDATION

Based upon the review of submitted materials for 464 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 Michelle Peterson of J&P Properties Unlimited LLC. This decision will be determined at the next Historic Preservation Commission meeting – September 24, 2020.

Details for the applicant to confirm:

1. Whether the window and door layout will remain as it presently is
2. If the door to the upstairs units will match the new proposed door
3. Whether the awning will be installed above the existing band sign and if there are new signage plans (such as a blade sign)

C. TYPE & CHARACTER OF RENOVATIONS

Michelle Petersen of J&P Properties Unlimited LLC has submitted a Certificate of Appropriateness Application for 464 N. Pine Street. Beijing Garden is the primary occupant of 464 N. Pine Street. There are residential units on the upper floors. The Applicants propose to begin the improvements on immediately with the goal of completion by December 31, 2020.

The application includes the following description:

Remove existing wood façade and trim and replace with painted composite materials to closely match the existing brick and trim colors. Front windows and door to be replaced with bronze finish system. Door to have taller-than-standard kick plate to adhere to historic specifications. Awning to span across entire first floor, as was historically done.

Colors – color samples included in the packet

Paint colors (Sherwin Williams): Renwick Rose Beige & Extra White

Awning (Sunbrella): Mahogany

The Applicant proposes the following improvements marked in the application:

1. Tuckpointing
2. Window and door replacement
 - a. Fixed storefront windows in aluminum clad in bronze
 - b. Windows: 104" x 85 5/8" (two window panes), and 63"x85 5/8"
 - c. Door size: 40x86"
3. Fascia repair and painting
 - a. Wood composite (in place of wood) and painting in orange-red
4. New awning installation
 - a. A welded aluminum shed style awning with a fixed valance, closed wings, and a 10" high valance
5. The application is only for exterior work, however interior work is also being completed – the quote from Black Pine Painting includes interior painting

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 meet 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 update the storefront windows and door using aluminum windows and a wood composite material to mimic wood, in addition to performing other masonry work, including tuckpointing. The original storefront is not intact, and is difficult to mimic based on historic photographs – the awning covers a clear view of what it may have looked like.</p>

City of Burlington Historic Preservation District – Standards & Guidelines (2019 Update)		
<p>Secretary of Interior’s Standards for Rehabilitation – page 6</p> <p>(https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm)</p>	<p>Met</p>	<p>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.</p> <p>Applicant proposes to retain and preserve historic character – to repair and preserve the distractive features and materials.</p> <p>Standard 5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.</p> <p>Applicants propose to preserve the materials, features, and construction techniques of the structure beyond the storefront.</p> <p>Standard 6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.</p> <p>Applicants propose to repair masonry. In instances of required replacement, they propose to match the masonry materials.</p> <p>Standard 7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.</p> <p>Applicants propose to do masonry repair, including tuckpointing. Applicants and professional mason should use gentlest means possible.</p>
<p>Signs & Awnings, page 20</p>	<p>Met</p>	<p>A traditional shed design awning is proposed.</p>

<p>Masonry, page 22 – Masonry Guidelines</p>	<p>Met</p> <p><i>For informational purposes for Applicant and repair professional</i></p>	<p>Masonry Guidelines:</p> <ol style="list-style-type: none"> 1. Preserve and protect character-defining masonry architectural features including corbelling, cornices, sills, quoins, foundations, and walls. 2. Routinely inspect masonry features for cracks, loose bricks, and signs of weather damage paying particular attention to mortar joints. 3. Apply caulk to the joints between bricks and window frames in order to prevent water penetration. 4. Deteriorated masonry units should be repaired rather than replaced using materials that match the original in size, texture, color, and overall appearance. Synthetic materials are not recommended on historic structures for the wholesale covering of a structure. 5. Paint should not be applied to masonry surfaces that were historically not painted. If the masonry facade was painted at some time and the paint seems to be holding it should be painted again. When repainted the masonry should be within its natural color range. 6. Removal of paint from a masonry structure is encouraged when the underlying masonry units are character defining and are in good condition, and only if safe and proper paint removal procedures are used resulting in no damage to the masonry. 7. When cleaning is necessary, proper techniques should be used. 8. When repair to mortar joints is needed due to cracks, missing and crumbling mortar, and loose bricks, use proper techniques for tuck pointing.
--	---	---

<p>Masonry, page 22 – Tuckpointing</p>	<p><i>For informational purposes for Applicant and repair professional</i></p>	<p>Weathering of masonry also involves the mortar joints. If the masonry is to be cleaned, the addition of new mortar to the joints may be necessary. This is called tuck pointing. The joints are first thoroughly cleaned in a manner which will be the least damaging to the sound mortar still in place and to the bricks. Then, new mortar that matches the historic mortar in color and texture, and is softer than the brick and is as soft or softer than the historic mortar can be filled in and finished to match the original depth and style of the joint. Mortar can also be tinted to match any existing color. After tuck pointing, the surrounding masonry must be cleaned free of the excess mortar.</p> <ol style="list-style-type: none"> i. Remove deteriorated mortar by hand raking rather than using electric saws and hammers that can damage the brick. ii. Original texture, color, width, strength and profile of the historic mortar joints should be matched. Type N mortar should be used as defined by the American Society for Testing and Materials (ASTM). iii. Re-pointing with mortar that is stronger than the original, such as Portland cement, can cause brick to crack, break or spall. In re-pointing mortar joints, mortar of appropriate PSI should be used.
<p>Maintenance, page 23</p>	<p><i>For informational purposes for Applicant and repair professional</i></p>	<p>Using the gentlest means possible to clean masonry is recommended.</p> <p>Page 23 of the guidelines provides guidance on different methods, including: Water Cleaning, Pressurized Water Cleaning, and Chemical Cleaning</p>

8/20/20 pd



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

PROJECT ADDRESS:
464 N Pine Street _____, Burlington, WI

Property Owner Information

Property Applicant Information

J&P Properties Unlimited LLC
 Owner of Property
 PO Box 132
 Owner's Address
 Burlington, WI 53105
 City, State and Zip Code
 262-758-9812
 Phone Number
 Fax Number
 michelle@mpcpm.com
 Email Address

same
 Applicant Name
 Applicant Address
 City, State and Zip Code
 Phone Number
 Fax Number
 Email Address

Owner's Signature

Applicant's Signature

Name of Business: Beijing Garden

What is the proposed use(s) of the building? Mixed Use - commercial and residential

Architect or engineer's name and address: n/a

Proposed Start Date: immediately Proposed Completion Date: 12/31/2020

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

Façade Material

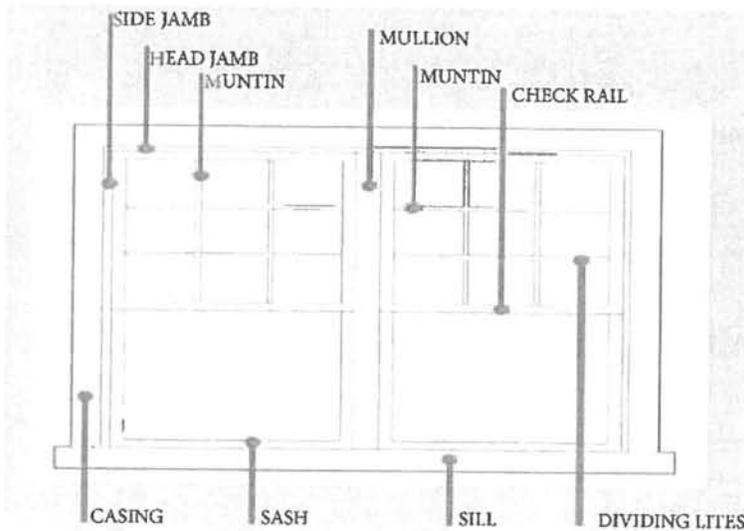
Existing Façade Material

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

Proposed Façade Material

- Stone
- Brick
- Siding
- Wood Clapboard
- Other Wood Composite
- Color of Material Orange-Red

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 color-bronze

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 Wood Composite _____

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 _____



Remove existing wood façade and trim and replace with painted composite materials to closely match the existing brick and trim colors. Front windows and door to be replaced with bronze finish system. Door to have taller-than-standard kick plate to adhere to historic specifications. Awning to span across entire first floor, as was historically done.

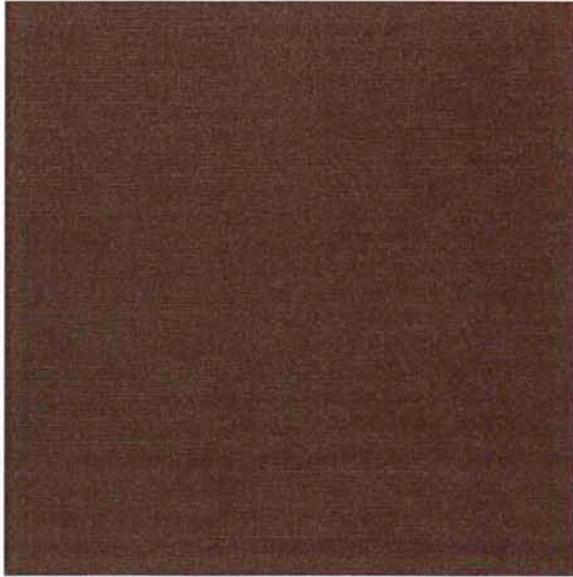
Main Paint Color: Renwick Rose Beige

Trim Color: Extra White

Awning: Sunbrella Mahogany

Awning:

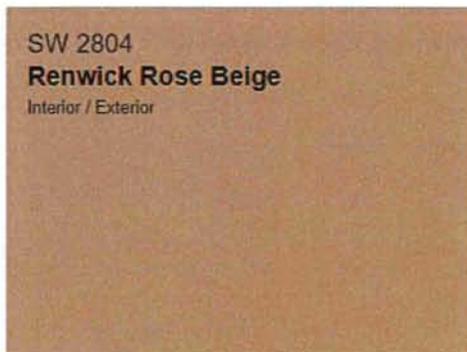
Sunbrella



4667-0000

Paint:

Sherwin Williams



SW 7006

Extra White

Interior / Exterior

Location Number: 257-C1

257



Extra White



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 8-6-2020

Name MPC Property Management
 Mailing Address 120 E. Chestnut St.
Burlington, WI 53105
 Install Address Bejing Garden
464 N. Pine St., Burlington, WI 53105
 Phone 262-661-4284
 Alternate Phone Michelle- 262-671-2414
 Email michelle@mpcpm.com

Product Store Front awning
 Material/Color Colonade Redwood #4857
 Awning Style Shed style
 Frame Type Welded alum Frame Color Mill
 Valance Type - Fixed Hanging None
 Wing Type - Closed Open Decorative
 Valance Size 10" Scallop none
 Binding/Braid none

Design, fabricate and install one store front awning.

Awning will be welded 1" aluminum frame in square shed style with Colonade Redwood #4857 acrylic fabric.
 Approximate awning size 21' wide x 4' drop (includes solid 10" valance) x 3' proj

Item Price

Sub-Total	\$2,947.00
Sales Tax	\$162.08
Total	\$3,109.08
Deposit	\$1,473.50
Balance	\$1,635.58

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.

Yeti Masonry
546 Orchard St
Burlington, WI 53105 US
262-716-9376
nicklois91@gmail.com

Estimate



ADDRESS
Barney Peterson

ESTIMATE # DATE
1206 07/07/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	tuck pointing	Beijing Garden front grind out and fill joints with mortar color to match	1	1,250.00	1,250.00
	rental	rent boom lift	1	250.00	250.00
		TOTAL			\$1,500.00

Accepted By

Accepted Date

Yeti Masonry
546 Orchard St
Burlington, WI 53105 US
262-716-9376
nicklois91@gmail.com

Estimate



ADDRESS
Barney Peterson

ESTIMATE # DATE
1207 07/07/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	tuck pointing	beijing garden rear grind out and fill joints with mortar	1	250.00	250.00
		TOTAL			\$250.00

not part of grant

Accepted By

Accepted Date



**PROPERTY
MANAGEMENT**

Setting new standards, exceeding expectations

MPC Property Management LLC

120 E Chestnut St
Burlington, WI 53105

Estimate

Name / Address
J&P Properties Unlimited, LLC N5053 North Road Burlington, WI 53105

Date	Estimate #
7/17/2020	1034

Project
WO 13212-1

Description	Qty	Rate	Total
Replace all existing wood on front facade on the 1st floor with primed LP Smart Board and Trim; same design		2,500.00	2,500.00
Carpentry work to replace rotted framing and prepare openings to Burlington Glass		500.00	500.00
Replace front entry door going to upper apartments		500.00	500.00
Price includes all material and labor in accordance with the project. Sales tax additional, if applicable			

Please make check payable to MPC Property Management LLC.
The above price and conditions are satisfactory and are hereby accepted. My signature is authorization to perform the work as specified

Subtotal	\$3,500.00
Sales Tax (5.0%)	\$0.00
Total	\$3,500.00

Signature _____



35518 W. STATE STREET
BURLINGTON, WI 53105

PROPOSAL

(262) 763-5646
FAX (262) 763-8601

15Jul20

MPC

Attn: Bernard

Job: Beijing Garden

262-903-8990

Email - bernard@mpcpm.com

We hereby submit estimates for: Replace existing storefront windows and entrance door.
Dark bronze finish, clear w/LoE insulated glass (safety tempered where required).
Entrance door and frame: Standard frame size: 40" x 86", door size: 36" x 84". Includes: Butt hinges, key lock and thumb turn, standard closer, threshold and sweep.

Materials -----	\$ 3995.00
Installation -----	2850.00
Sub total -----	\$ 6845.00
Wisconsin sales tax -----	342.25
Total -----	\$ 7187.25

Prices based on prepared opening by others.

This proposal will be honored for 30 days.

Please verify all details of this proposal before signing acceptance.

One half down payment, balance upon completion.

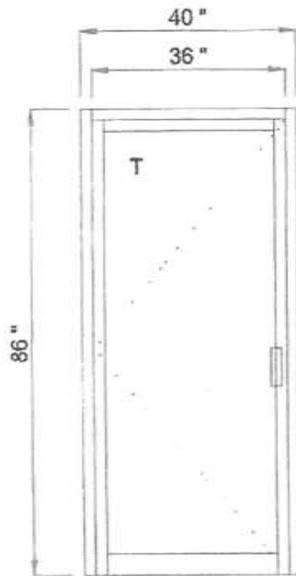
Submitted by

Mark A. Caliva

Acceptance of Proposal

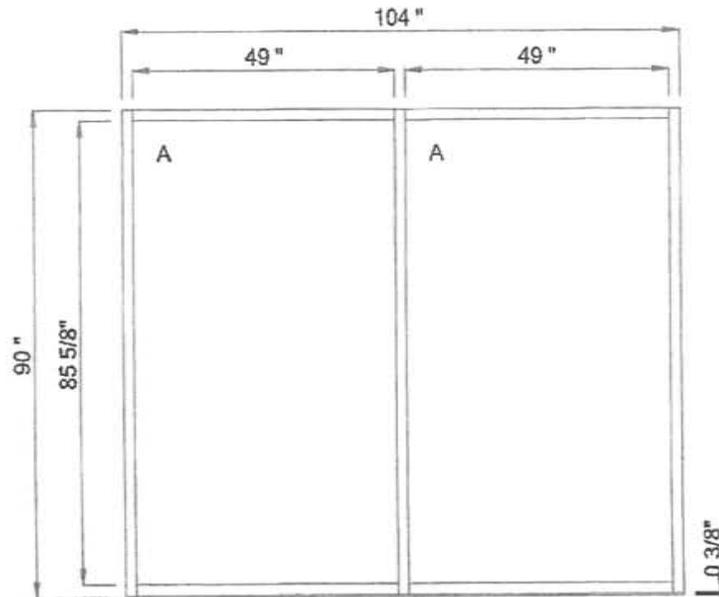
Signature _____

Date _____



1

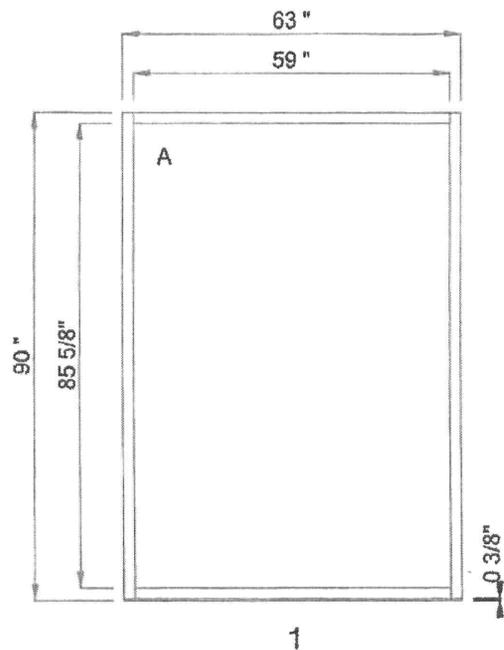
Burlington Glass - Bijing - 001 - A.dwg (1 Thus)
 Frame: (C1/DB/1P) T14000 : Storefront :
 2 x 4-1/2 : Flush Glaze : T14259 subsill



1

2

Burlington Glass - Bijing - 002 - B.dwg (1 Thus)
 Frame: (C1/DB/1P) T14000 : Storefront :
 2 x 4-1/2 : Flush Glaze : T14259 subsill



Burlington Glass - Bijing - 003 - C.dwg (1 Thus)
Frame: (C1/DB/1P) T14000 : Storefront :
2 x 4-1/2 : Flush Glaze : T14259 subsill



BLACK PINE PAINTING

Steve Simmon | Owner | BLACKPINEPAINTINGLLC@GMAIL.COM
262.758.4183

SCOPE OF WORK

EXTERIOR PAINTING- BERNARD PETERSON
BEIJING GARDENS. BURLINGTON, WI

Potential Start Date: TBD End of August

Products Used:

Benjamin Moore Exterior Ben or Sherwin Williams Emerald
Zinsser Oil Coverstain
Color: TBD Historic Color Palette

Exterior Scope:

- Finishing in Newly Install Trim of Building Face
- Caulking
- Nail Hole Filling
- Sanding New Surface and Old Surface
- Priming
- Top Coating Multiple Colors

Preparation Overview: Inside or Outside

- Covering All Floors: Laminate Sheeting, low adhesive tape to flooring.
- Masking with 3M Brown Tape
- Furniture and Appliances Covered: Canvas Drops or Clear Sheeting Drops
- Spot Caulking warped areas
- Minor chips or holes filled. Fresh Start!
- Not responsible for Major drywall repair
- Overspray control or Cleanup of Spills
- Sanding with power sand with dust extractor/scuff sanding with high grit between coats
- Taping off Trim and Walls for clean lines and brush cutting
- Vacuuming for dust and jobsite mess





Black Pine Painting LLC

Estimate

2007-2412-9798

2020-07-24

Bernard Peterson
464 N Pine St
Burlington WI 53105
bernard@mpcpm.com
262-903-8970

Beijing Gardens
464 N Pine St, Burlington, WI, 53105

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Steve Simmon</u> Labor	\$1,296.00	1.00 Steve Simmon	\$1,296.00
<u>Steve Simmon</u> Material	\$520.00	1.00 Steve Simmon	\$520.00

Total \$1,816.00

Compensation. Client shall pay as set forth above. Price is subject to change, with customer's approval.

Invoicing & Payment. Invoice will be issued to Client upon completion of the Work. Client shall pay invoice within 10 days of Client's receipt of the invoice. Client shall also pay a late charge of 1-1/2% per month on all balances unpaid 30 days after the invoice date.



1907





HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7F

DATE: September 24, 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:

Michelle Petersen is requesting approval of a Façade Grant Program located at 464 N. Pine Street. The proposed project consists of:

- Improvements including the following – tuck pointing, window and door replacement, fascia repair and painting, new awning installation. Bejing Garden is the primary occupant with residential units on the upper floors. The applicant proposes to remove the existing wood façade and trim and replace with painted composite materials to closely match the existing brick and trim colors. The front windows and door to be replaced with bronze finish system. The door proposes to have a taller-than-standard kick plate to adhere to historic specifications. The awning (a Mahogany color) is to span across the entire first floor, as was historically done. The paint color samples are included in the packet, which are Renwick Rose Beige & Extra White. The improvements include the following:
 1. Tuck pointing
 2. Window and door replacement
 - a) Fixed storefront windows in aluminum clad in bronze
 - b) Windows: 104" x 85 5/8" (two window panes), and 63" x 85 5/8"
 - c) Door size: 40" x 86"
 3. Fascia repair and painting
 - a) Wood composite (in place of wood) and painting in orange-red
 4. A welded aluminum shed-style awning with a fixed valance, closed wing, and a 10" high valance.

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 464 N. Pine Street for the front façade is \$17,112.33. If the Façade Grants are approved by the HPC, the grant for each façade should not exceed \$5,000. The remaining available façade grant balance would be \$32,291.49.

EXECUTIVE ACTION:

This item is for consideration to approve the Façade Grant Program at the September 24, 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: September 10, 2020

Applicant Address & Name: J&P Properties Unlimited LLC - 464 N. Pine Street

Project Overview/ Applicant's Request:	Submitted
Tuckpointing, window and door replacement, fascia repair, painting and new awning Staff Comments: <i>COA is scheduled for consideration at the September 24, 2020 HPC meeting</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Application Checklist for Staff Review:	
1. COA application received and/ or sign permit application received and/or approved by HPC Staff Comments: <i>COA has been received and has yet to be reviewed/approved by the HPC</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
2. Eligible project uses per program rules/HPS staff? Staff Comments: <i>See Graef's memorandum for the COA application recommendations</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> See Note <input checked="" type="checkbox"/>
3. Qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc. Staff Comments: <i>Total estimate for front facade improvements: \$17,112.33 (50% = \$8556.17) Allowed \$5,000.00 for facade grant at 464 N. Pine Street</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
4. Status of City owed taxes, payments and fees Staff Comments: <i>Real Estate Taxes and Utilities are paid in full</i>	See Contingencies
Staff Recommendation (contingencies listed):	
<p><i>The applicant is <u>eligible for a facade grant in the amount not to exceed \$5000.00</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 Guidry'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 facade grant is not disbursed within 12 months, the HPC reserves the right to rescind the allotted grant amount.</i></p>	



Official Use Only
 Date Received 8/26/20
 Application No. _____

City of Burlington

Historic District Façade Improvement Grant Application

Project Address: 464 N Pine St, Burlington, WI

Applicant Name: J&P Properties Unlimited LLC

Owner Name: Same

Name of Business: _____

Telephone Number: 262-758-9812 Facsimile Number: _____

E-Mail Address: michelle@mpcpm.com

Applicant Mailing Address: 120 E Chestnut 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: Tuckpointing, window and door replacement, fascia repair and painting, awning installation

Estimated Project Cost (include quotes/bid for proposed work): ~~\$17,362.33~~ \$ 17,112.33

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

Proposed start date: immediately

Proposed completion date: 12/31/20

What is (are) the existing use(s) of the building? mixed use, commercial and residential

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".

[Signature]
 Signature of Applicant

Michelle Petersen, Agent
 Print Name

[Signature]
 Signature of Property Owner

Patricia Solofra
 Print Name

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



Estimate

2007-2412-9798

2020-07-24

Black Pine Painting LLC

Bernard Peterson
464 N Pine St
Burlington WI 53105
bernard@mpcpm.com
262-903-8970

Beijing Gardens
464 N Pine St, Burlington, WI, 53105

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
Steve Simmon Labor	\$1,296.00	1.00 Steve Simmon	\$1,296.00
Steve Simmon Material	\$520.00	1.00 Steve Simmon	\$520.00
<i>Total</i>			\$1,816.00

Compensation. Client shall pay as set forth above. Price is subject to change, with customer's approval.

Invoicing & Payment. Invoice will be issued to Client upon completion of the Work. Client shall pay invoice within 10 days of Client's receipt of the invoice. Client shall also pay a late charge of 1-1/2% per month on all balances unpaid 30 days after the invoice date.



BLACK PINE PAINTING

Steve Simmon | Owner | BLACKPINEPAINTINGLLC@GMAIL.COM
262.758.4183

SCOPE OF WORK

EXTERIOR PAINTING- BERNARD PETERSON
BEIJING GARDENS. BURLINGTON, WI

Potential Start Date: TBD End of August

Products Used:

Benjamin Moore Exterior Ben or Sherwin Williams Emerald
Zinsser Oil Coverstain
Color: TBD Historic Color Palette

Exterior Scope:

- Finishing in Newly Install Trim of Building Face
- Caulking
- Nail Hole Filling
- Sanding New Surface and Old Surface
- Priming
- Top Coating Multiple Colors

Preparation Overview: Inside or Outside

- Covering All Floors: Laminate Sheeting, low adhesive tape to flooring.
- Masking with 3M Brown Tape
- Furniture and Appliances Covered: Canvas Drops or Clear Sheeting Drops
- Spot Caulking warped areas
- Minor chips or holes filled. Fresh Start!
- Not responsible for Major drywall repair
- Overspray control or Cleanup of Spills
- Sanding with power sand with dust extractor/scuff sanding with high grit between coats
- Taping off Trim and Walls for clean lines and brush cutting
- Vacuuming for dust and jobsite mess





PROPERTY MANAGEMENT

Setting new standards, exceeding expectations

MPC Property Management LLC

120 E Chestnut St
Burlington, WI 53105

Name / Address
J&P Properties Unlimited, LLC N5053 North Road Burlington, WI 53105

Estimate

Date	Estimate #
7/17/2020	1034

Project
WO 13212-1

Description	Qty	Rate	Total
Replace all existing wood on front facade on the 1st floor with primed LP Smart Board and Trim; same design		2,500.00	2,500.00
Carpentry work to replace rotted framing and prepare openings to Burlington Glass		500.00	500.00
Replace front entry door going to upper apartments		500.00	500.00
Price includes all material and labor in accordance with the project. Sales tax additional, if applicable			

Please make check payable to MPC Property Management LLC.
The above price and conditions are satisfactory and are hereby accepted. My signature is authorization to perform the work as specified

Subtotal	\$3,500.00
Sales Tax (5.0%)	\$0.00
Total	\$3,500.00

Signature _____



35518 W. STATE STREET
BURLINGTON, WI 53105

PROPOSAL

(262) 763-5646
FAX (262) 763-8601

15Jul20

MPC

Attn: Bernard

Job: Beijing Garden

262-903-8990

Email - bernard@mpcpm.com

We hereby submit estimates for: Replace existing storefront windows and entrance door.
Dark bronze finish, clear w/LoE insulated glass (safety tempered where required).
Entrance door and frame: Standard frame size: 40" x 86", door size: 36" x 84". Includes: Butt hinges, key lock and thumb turn, standard closer, threshold and sweep.

Materials -----	\$ 3995.00
Installation -----	2850.00
Sub total -----	\$ 6845.00
Wisconsin sales tax -----	342.25
Total -----	\$ 7187.25

Prices based on prepared opening by others.

This proposal will be honored for 30 days.
Please verify all details of this proposal before signing acceptance.
One half down payment, balance upon completion.

Submitted by

Mark A. Caliva

Acceptance of Proposal

Signature _____

Date _____



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

Date 8-6-2020

Name MPC Property Management
 Mailing Address 120 E. Chestnut St.
Burlington, WI 53105
 Install Address Bejing Garden
464 N. Pine St., Burlington, WI 53105
 Phone 262-661-4284
 Alternate Phone Michelle- 262-671-2414
 Email michelle@mpcpm.com

Product Store Front awning
 Material/Color Colonade Redwood #4857
 Awning Style Shed style
 Frame Type Welded alum Frame Color Mill
 Valance Type - Fixed Hanging None
 Wing Type - Closed Open Decorative
 Valance Size 10" Scallop none
 Binding/Braid none

Design, fabricate and install one store front awning.

Awning will be welded 1" aluminum frame in square shed style with Colonade Redwood #4857 acrylic fabric.
 Approximate awning size 21' wide x 4' drop (includes solid 10" valance) x 3' proj

Item Price

Sub-Total	\$2,947.00
Sales Tax	\$162.08
Total	\$3,109.08
Deposit	\$1,473.50
Balance	\$1,635.58

Customer Signature
Linda Stevenson
 Salesperson

Date

**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.

Yeti Masonry
546 Orchard St
Burlington, WI 53105 US
262-716-9376
nicklois91@gmail.com

Estimate



ADDRESS
Barney Peterson

ESTIMATE # DATE
1206 07/07/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	tuck pointing	Beijing Garden front grind out and fill joints with mortar color to match	1	1,250.00	1,250.00
	rental	rent boom lift	1	250.00	250.00
		TOTAL			\$1,500.00

Accepted By

Accepted Date



Remove existing wood façade and trim and replace with painted composite materials to closely match the existing brick and trim colors. Front windows and door to be replaced with bronze finish system. Door to have taller-than-standard kick plate to adhere to historic specifications. Awning to span across entire first floor, as was historically done.

Main Paint Color: Renwick Rose Beige

Trim Color: Extra White

Awning: Sunbrella Mahogany



HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 7G

DATE: September 24, 2020

SUBJECT: Certificate of Appropriateness for 300 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:

City of Burlington, owner, is requesting approval of a Certificate of Appropriateness located at 300 N. Pine Street. The proposed project consists of:

- The City of Burlington, owner, proposes repairs and maintenance to the front, side, and rear façades. The proposed work consists of tuck-pointing, power washing window sills, doorways and cornice at top of building. The owner also proposes to paint the window wood trim and metal railing above the doorway to match existing colors. The replacement of damaged caulking as needed.

Gregory Guidry, Building Inspector, whose memorandum is attached, recommends approval of this request, subject to conditions listed in the September 14, 2020 memorandum to the Commission.

PROPERTY FILE HISTORY:

Year Built: 1925			
COA previously issued?	Yes:	No: X	Year:
Previous COA project details:	2007-Remove A/C units		
2000- alley windows			
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 Certificate of Appropriateness.

TIMING/IMPLEMENTATION:

This item is for consideration to approve the Certificate of Appropriateness at the September 24, 2020 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 & Zoning Administrator
Date: September 10, 2020
Re: Certificate of Appropriateness for 300 N. Pine Street

Desired Outcome: Repairs and maintenance to the front, side, and rear of façades.

Location: Building at 300 N. Pine Street

Summary: The City of Burlington, owner, proposes repairs and maintenance to the front, side, and rear façades. The proposed work consists of tuck-pointing window sills, power washing window sills, doorways and cornice at top of building. The owner also proposes to paint the window wood trim and metal railing above the doorway to match existing colors. The replacement of damaged caulking as needed.

Recommendation: City staff recommends that the Historical Preservation Commission recommend to the Common Council approval of this request for the repairs and maintenance of this building located at 300 N. Pine Street, subject to the following conditions:

1. All work shall be completed per the application submitted on September 10, 2020.
2. Proper notification to neighboring businesses of sidewalk closures during the project.
3. All Right-of-Way permits shall be applied for and received.
4. 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	NA	
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	NA	
(4) Illumination of Signs	NA	
(5) Limitations on types of window signs (including transom windows)	NA	
(6) Signage Color	NA	

GENERAL STANDARDS FOR HPO HISTORIC PRESERVATION OVERLAY DISTRICT (SECTION 315-42)		
District Standards 315-42(B)	Met	All existing paint colors comply with district standards.
Limitation on Structural/Appearance Changes 315-42(E)	Met	The proposed repairs make no structural or appearance changes to the building and façade.
BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT DESIGN QUALITY AND STANDARDS/GUIDELINES		
Design Issues (pp. 7-9)	Met	There will be no design changes to the façade.
Maintenance and Repair (pp. 10-13)	Met	Repair work will not affect the historical appearance. Front, side, and rear façade repairs and maintenance will include; tuck-pointing, painting window trim and iron railing above doorway to match existing colors. Power washing window sills, doorways and upper cornice. Replace damaged caulk as needed.
Lighting (pp. 15-16)	NA	
Screening (p. 16)	NA	
Pedestrian Access (p. 17)	NA	
Secretary of Interior's "Standards for Rehabilitation" (p. 19)	NA	
OTHER CITY OF BURLINGTON ZONING ORDINANCE STANDARDS		
Article VII (Signs)	NA	

Sept. 10, 2020



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** N/A
- 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. N/A
- 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. N/A
- 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. *To match existing*
- 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. N/A

For Signage and Awning Requests N/A

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

PROJECT ADDRESS:

300 N. Pine Street, Burlington, WI

Property Owner Information

City of Burlington
Owner of Property

300 N. Pine Street
Owner's Address

Burlington, WI 53105
City, State and Zip Code

262-342-1161 262-763-3474
Phone Number Fax Number

cityhall@burlington-wi.gov
Email Address

Arena Watters
Owner's Signature

Name of Business: City Hall

What is the proposed use(s) of the building? municipal offices

Architect or engineer's name and address: _____

Property Applicant Information

Same
Applicant Name

Applicant Address

City, State and Zip Code

Phone Number Fax Number

Email Address

Applicant's Signature

Proposed Start Date: Autumn 2020 Proposed Completion Date: Autumn 2020

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

Façade Material

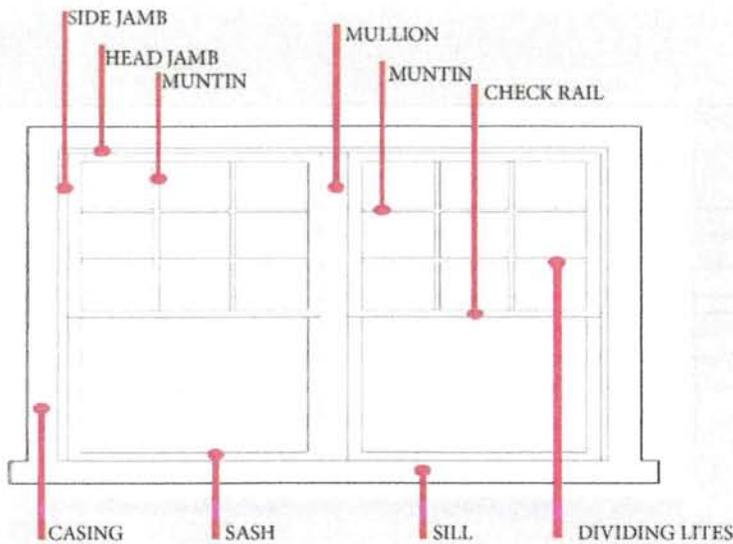
Existing Façade Material

- 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) N/A

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) N/A

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 N/A

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

Maintenance & Repair

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

Chimney Material

- Brick
- Stone
- Stucco
- Other _____

Roofing N/A

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 N/A

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



P.O. Box 740, 601 Blackhawk Dr.
Burlington, Wisconsin 53105
Ph: (262) 767-2700 Fax: (262) 767-2701

Proposal

September 15, 2020

Brian Wood
Burlington City Hall
Burlington WI

Scherrer Construction will perform the following work per our discussions and our understanding of the project as detailed below:

Powerwash sill stones, coping stones, stonework at entry \$2550.00

Sealing masonry from sidewalk up 3' \$2,150.00

Brick Tuck-Pointing and Coping Caulking \$17,975.00

Exclusions.

- Glass Block Repair
- Painting

Please feel free to call (262-539-3100) or e-mail with any questions or concerns you might have in regards to the above proposal and thank you for the opportunity to be of service.

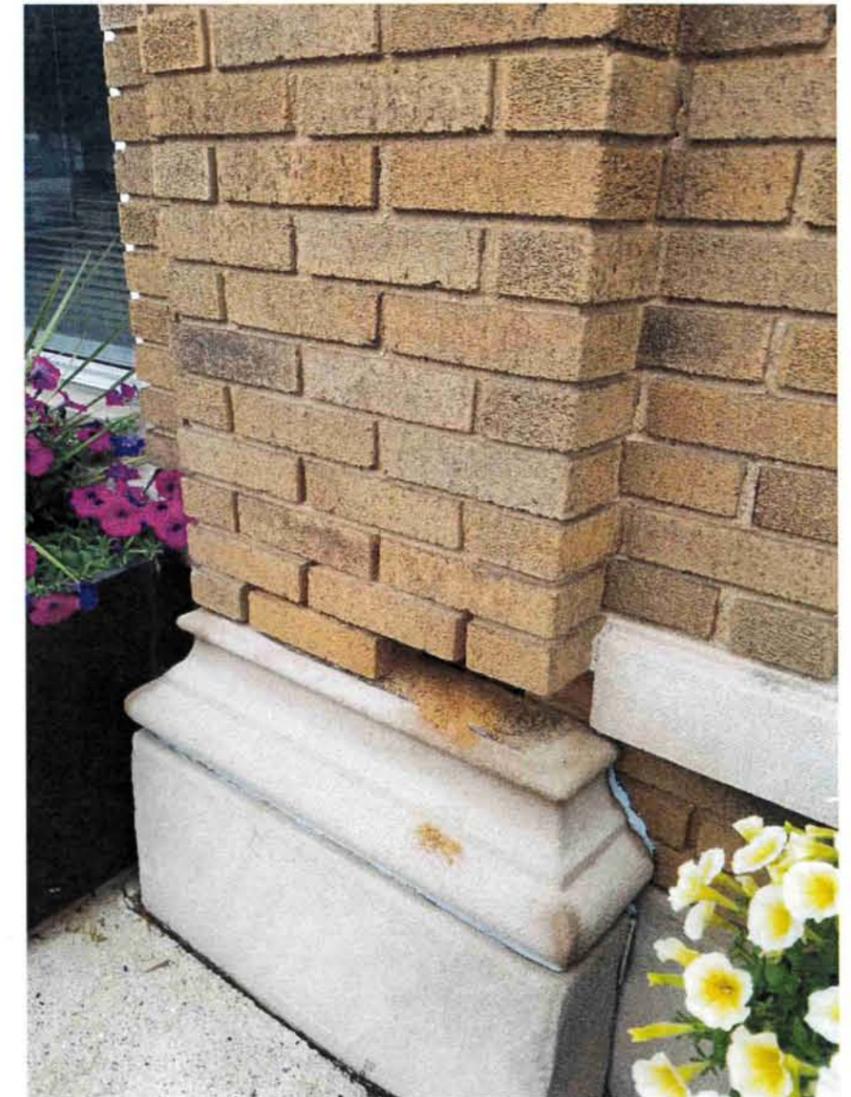
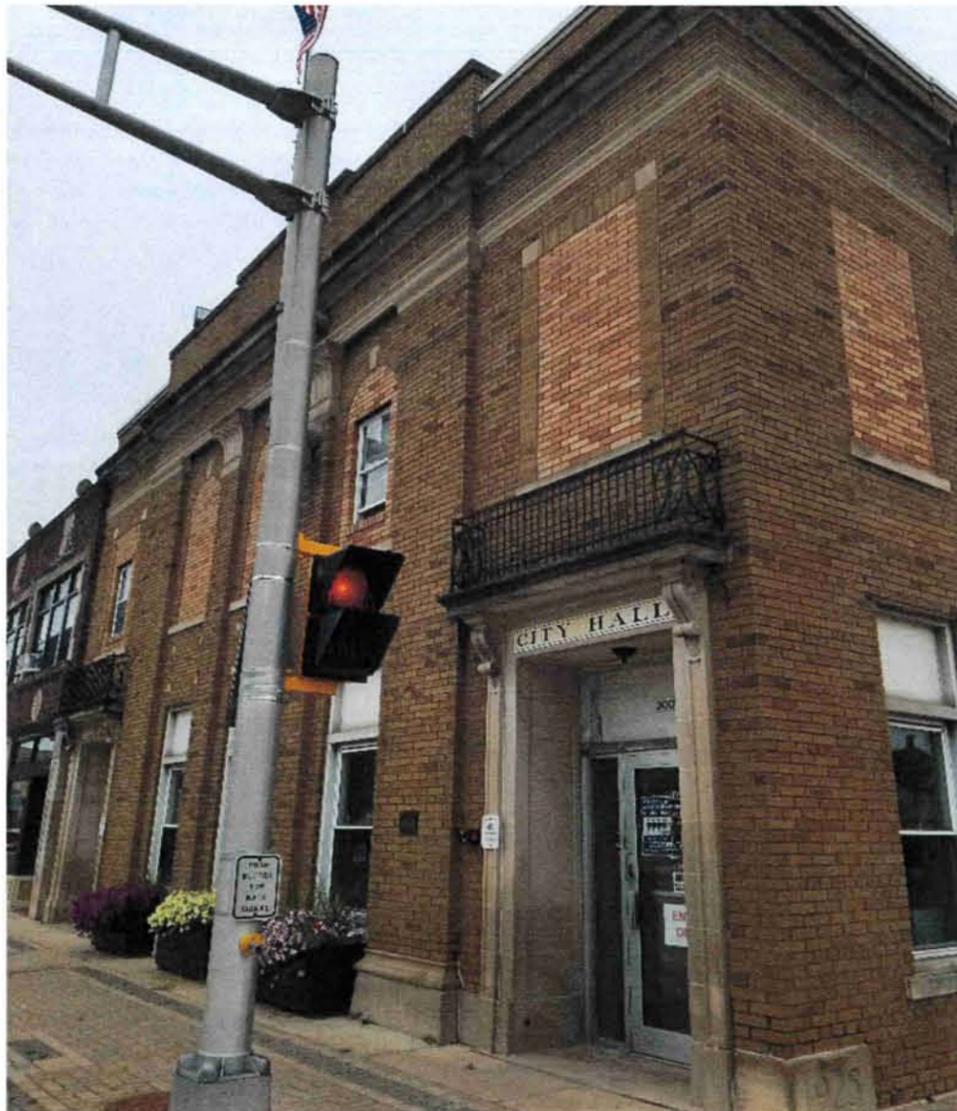
Sincerely,

A handwritten signature in black ink, appearing to read "Joe Ehlen".

Joe Ehlen
Principal
Vice President of Field Operations
Scherrer Construction Co., Inc.

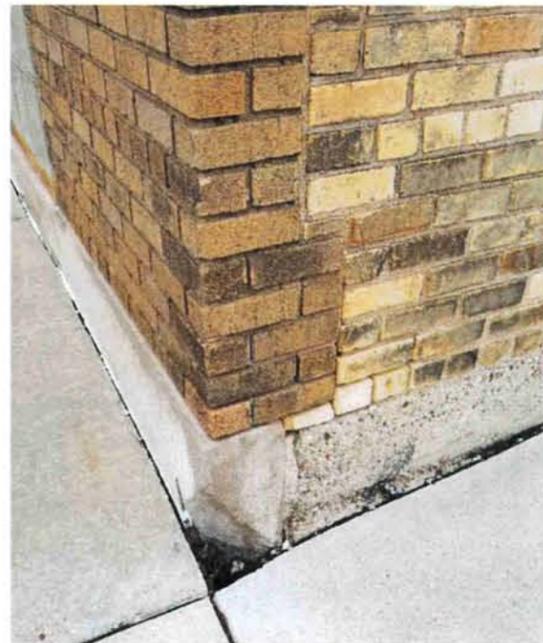
300 N. Pine Street - Front Facade

- Tuckpointing
- Replace caulk
- Powerwash window sills, door way and cornice
- Paint railing and window frames to match existing color



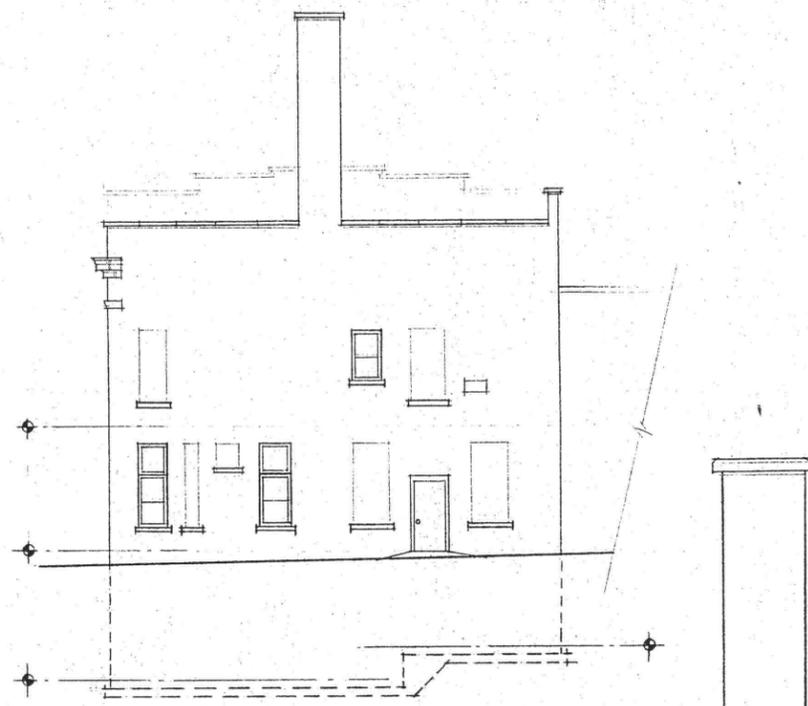
300 N. Pine Street - Side and Rear Facades

- Tuckpointing
- Replace caulk
- Powerwash window sills, door way and cornice
- Paint window frames to match existing color





EXISTING WEST ELEVATION
SCALE: 1/4" = 1'-0"



EXISTING EAST ELEVATION
SCALE: 1/8" = 1'-0"



EXISTING SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

STELLING & ASSOCIATES
ARCHITECTS, LTD.
101 W. CHESTER STREET BURLINGTON, VT 05401
TELEPHONE: (802) 783-5225 FAX: (802) 783-1871
E-MAIL: stelling@stalling.com

PROJECT DESCRIPTION:
EXISTING DRAWINGS
PROJECT FOR:
CITY OF
BURLINGTON
CITY HALL
300 MONTE PINE STREET

DRAWING DESCRIPTION:
EXISTING ELEVATIONS

OWNERSHIP OF DOCUMENTS:
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REVISIONS:

APPROVED:

DRAWN BY:
M.T.

DATE:
12-28-00

PROJECT NUMBER:
0029

SHEET NUMBER:
EXIST-4
4 of 4





HISTORIC PRESERVATION COMMISSION

ITEM NUMBER: 8A

DATE: September 24, 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 September 11, 2020. If 464 N. Pine Street is approved at tonight's meeting, the remaining balance is \$32,291.49

Round 8

Balance - \$0.00

Pending - \$39,475.57

Round 9

Balance - \$0.00

Pending - \$5,088.42

Round 10

Balance - \$37,291.49

Pending - \$12,708.51

EXECUTIVE ACTION:

This item is for discussion only at the September 24, 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	Org: 5/23/2020 New: 11/1/2020	Pending	Pending	Pending
Teacher Place	541 Milwaukee Ave.	\$11,182.00	\$5,000.00		5/23/2019	Org: 5/23/2020 New: 11/1/2020	Pending	Pending	Pending
Dustin & Molly Elsbury	164 E. Washington St. (front)	\$27,037.25	\$5,000.00		6/27/2019	Org: 6/27/2020 New: 12/1/2020	Pending	Pending	Pending
Dustin & Molly Elsbury	164 E. Washington St. (side)	\$16,692.81	\$5,000.00		6/27/2019	Org: 6/27/2020 New: 12/1/2020	Pending	Pending	Pending
Dustin & Molly Elsbury	164 E. Washington St. (rear)	\$14,850.30	\$5,000.00		6/27/2019	Org: 6/27/2020 New: 12/1/2020	Pending	Pending	Pending
Bevin Dawson	488 Milwaukee Avenue (West)	\$16,015.49	\$5,000.00		7/25/2019	Org: 7/25/2020 New: 12/24/2020	Pending	Pending	Pending
Bevin Dawson	488 Milwaukee Avenue (North)	\$48,120.76	\$5,000.00		7/25/2019	Org: 7/25/2020 New: 12/24/2020	Pending	Pending	Pending
Bevin Dawson	488 Milwaukee Avenue (East)	\$15,292.35	\$4,475.57		7/25/2019	Org: 7/25/2020 New: 12/24/2020	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: 9/11/2020

