



CITY OF BURLINGTON HISTORIC DISTRICT FAÇADE IMPROVEMENT GRANT POLICY & GUIDELINES

I. PURPOSE

A. The City's intent in establishing this Downtown Historic District Façade Improvement Grant Program is to encourage downtown business owners to undertake business facade improvements. Physical improvements to structures downtown will assist in spurring economic vitality downtown. By improving the exteriors of commercial buildings downtown, the City will enhance the appearance of the downtown and the community as a whole overall. The resulting effect will be the attraction of new businesses, encourage visitors downtown supporting the retention, preservation and expansion of existing businesses.

B. Façade. The façade is the entire exposed exterior surface of a building that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street or alley and exposed to public view will be considered a secondary elevation. Secondary elevations may also be eligible for façade grants.

II. OBJECTIVES

The Downtown Historic District Façade Improvement Grant Program has the following objectives:

- A. To renovate or rehabilitate commercial properties so as to prevent or eliminate deteriorating conditions, being mindful of the historical significance and uniqueness of the downtown structures.
- B. To attract and retain businesses downtown.
- C. To retain jobs and bring additional employment opportunities to the City.
- D. To make use of funds the City has set aside for the enhancement of the City's downtown, which is deemed an asset of the City and strategic initiatives.
- E. To spur activity which will provide return to the City by way of physical improvements accomplished which may not otherwise have occurred.

III. PROGRAM FUNDING

The funding for this program is provided with public monies through the General Fund based on availability within the City of Burlington Annual Budget. Grants are available on a calendar year cycle, beginning January 1, on a first come, first served basis. The City of Burlington Historical Preservation Commission (HPC) is responsible for administering the Historic District Façade Improvement Grant Program, in conjunction with an approved Certificate of Appropriateness, intended to stimulate improvements to the exterior of downtown commercial buildings.

- A. Maximum Grant Amount
The Grant Program provides grants of up to 50% of the total cost of the eligible façade renovation, up to a maximum of \$5,000 per façade in accordance with the guidelines set forth in Section III of this policy. No more than \$250 of matching funds of the \$5,000 grant maybe used for exterior signage.

III. PROJECT & APPLICANT ELIGIBILITY:

- A. Owners and/or tenants of existing buildings within the Burlington Downtown Historic District (Exhibit A) may apply. Tenant applicants are required to submit written evidence of building owner approval with applications. Proposals are considered by the Historic Preservation Commission on a first come, first served, case-by-case basis and evaluated based on the ability of the project to further the goals of the City of Burlington.

No owner or person in charge of a historic structure, historic site, or structure within an HPO Historic Preservation Overlay District shall reconstruct or alter all or any part of the exterior of such property, construct any improvement upon such designated property, or cause or permit any such work to be performed upon such property (including the placement of signage) unless a Certificate of Appropriateness (COA) has been granted by the Historic Preservation Commission.

B. General and Designated Area:

1. Downtown Historic District Façade Improvement Grant Program only applies to the exterior facades, signs and architectural features for properties within the HPO Historic Preservation Overlay District (Exhibit A) that are 50 percent or more commercial/commercial mixed-use and only to those exterior facades, signs and architectural features of such buildings that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street or alley and exposed to public view will be considered a secondary elevation. Secondary elevations may also be eligible for façade grants.

C. Requirements:

1. Projects shall occur within the established Historic Preservation Overlay District..
2. A Certificate of Appropriateness shall be approved by the HPC for any work being done to the façade and/or installation of signage.
3. Projects shall be completed within one (1) year of the grant approval date. In rare cases, likely due to extenuating circumstances, the HPC may allow completion extensions upon request of the applicant. The HPC reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
4. Projects shall comply with all applicable building codes and zoning standards and requirements.
6. Priority consideration will be given to proposals that make visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic, and commercial character of downtown Burlington.
7. Building owners must wait ten (10) years after an initial grant award before reapplying (phased renovations will be considered on a case-by-case basis) for the same façade.
8. A maximum lifetime cap of \$15,000 may be awarded to a single property, excluding grants used for signage.
9. Real Estate taxes, Personal Property taxes, and Utility bills must be up to date and current on payments.

D. Eligible Activities included, but not limited to:

1. Repair/replacement/restoration of the original building's materials and decorative details.
 2. Cleaning of exterior building surfaces.
 3. Tuck pointing and masonry repair.
 4. Painting of exterior building surfaces.
 5. Repair/replacement/restoration or addition of entrances, doors, display windows, transoms, or windows.
 6. Removal, repair/replacement/restoration of existing signs and awnings.
 7. New signage and awnings.
 9. Permanent exterior lighting.
 10. Architectural assistance
 11. Other activities as designated by the Historic Preservation Commission.
 12. Repainting of exterior building surfaces four (4) years after receipt of original façade grant.
 13. Repair/replacement/restoration of façade elements to become ADA compliant.
- E. Non-Eligible Activities include, but are not limited to:
1. Interior improvements.
 2. Purchase of property.
 3. Construction of a new building.
 4. Fixtures and equipment.
 5. Sidewalk repairs.
 6. Correction of code violations.
 7. Any roof repair or replacements, except in cases where a new roof "style" is a critical component of the façade restoration or replacement project.
 8. Compensation for time and labor spent by applicant or members of applicant's immediate family. *(Note that one needn't be the building owner to apply.)*
 9. Inappropriate cleaning methods.
 10. Landscaping improvements
 11. Repair/replacement/restoration of façade elements without an approved Certificate of Appropriateness
 12. Repair/replacement/restoration of façade elements prior to four year waiting period.

IV. **APPROVAL PROCESS**

- 1) A Certificate of Appropriateness for any work to the façade and/or installation of signage is required in order to apply for a façade grant. Certificate of Appropriateness and Façade Grant applications for the same project can be submitted together. Applications must be returned to Burlington City Hall, Building Inspection Department, 300 N. Pine Street, Burlington, WI 53105.
- 2) Although it is not a requirement, it is recommended to consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches that are drawn to scale and illustrate the alterations (except painting) must be submitted with a Certification of Appropriateness application.
- 3) It is recommended that the applicant research the history of the building, perhaps by visiting the Burlington Historical Society Museum at 232 North Perkins Blvd. This research will provide a better understanding of the past uses and architectural features of the building.

- 4) It is recommended to meet with the local building inspector to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with the inspector or other appropriate City Staff.
- 5) Completed Certificate of Appropriateness and Façade Improvement Grant applications with all required attachments must be returned to the Building Inspection Department at City Hall for review the fourth Monday of the month prior to the HPC meeting. All applications will be time and date stamped to ensure efficient receipt and ranking of grant distribution process.
- 6) The HPC meets every 4th Thursday of the month at 6:30 p.m. within the City Council Chambers located at 224 East Jefferson Street, Burlington. Applicants are encouraged to attend and present materials as deemed necessary. The HPC will review the application and ensure compliance with the requirements of the HPC zoning ordinance.
- 7) If the application is not approved, the HPC will provide information to the applicant regarding the appeal process.
- 8) Upon approval of the Grant and Certificate of Appropriateness applications, grant dollars will be awarded to the applicant for reimbursement purposes.
- 9) The HPC will not use race, sex, age or religion as grounds for refusing a grant to an eligible applicant.

V. POST APPROVAL STEPS

Grant monies will be distributed to the applicant upon completion of the following activities:

1. Applicants, after approval, have up to twelve months to complete their projects. If an applicant needs more time to complete a project, he or she must provide a written statement with a reasonable justification for an extension. Extensions are reviewed and considered by the HPC and are not guaranteed.
2. The Building Inspector will monitor the progress of the project. Any and all changes from the original application must be approved by the HPC. Any unapproved deviations from the original work specified in the application will disqualify the applicant from receiving grant monies.
3. The Building Inspector and members of the HPC will conduct a Response Team Visit to conduct a final inspection.
4. The applicant shall submit paid invoices, receipts, cancelled checks and/or a contractor lien waiver for the cost of the project promptly to City Hall. Received documentation will be reviewed to ensure compliance with original application. Applicants will receive reimbursements once the project is completed, proper documentation received and the project is approved by the Building Inspector. If documentation is not received within six (6) months of project completion, the HPC has the right to disqualify the applicant from receiving grant funds.

5. Projects not completed in a manner consistent with the agreed upon scope for work will be deemed ineligible. The HPC has an obligation to be a careful steward of public funds.
6. Property taxes and utility payments must be current and applicants may have no debts in arrears to the City when the grant is considered.

V. DEFINITIONS

Façade

The façade is the entire exposed exterior surface of a building that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street or alley and exposed to public view will be considered a secondary elevation.

HPC Response Team

The Building Inspector and three members of the HPC will conduct a response team visit to conduct a final inspection of all properties that have completed façade repairs/replacement/renovations in accordance with a Certificate of Appropriateness and Façade Grant. The HPC Response Team shall make a recommendation to grant approval or reject payment of the grant until necessary conditions are corrected.

Architectural Drawings

Project drawings provided by the architect, typically showing the floor plan; elevations (views of the various sides of the structure); finish schedules; and details of moldings, doors, and other such matters necessary for the builder to order the proper materials for construction. Exceptions can include mechanical, electrical and structural drawings, as well as specialized data that are normally handled by specialists in those fields.



<i>Official Use Only</i>
Date Received _____
Application No. _____

City of Burlington

Historic District Façade Improvement Grant Application

Project Address: _____, Burlington, WI

Applicant Name: _____

Owner Name: _____

Name of Business: _____

Telephone Number: _____ Facsimile Number: _____

E-Mail Address: _____

Applicant Mailing Address: _____

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: _____

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

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

Proposed start date: _____

Proposed completion date: _____

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

Will this project proposal cause a change in the building's use? _____

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 of Applicant

Signature of Property Owner

Print Name

Print Name

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



Application for the Certificate of Appropriateness

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

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

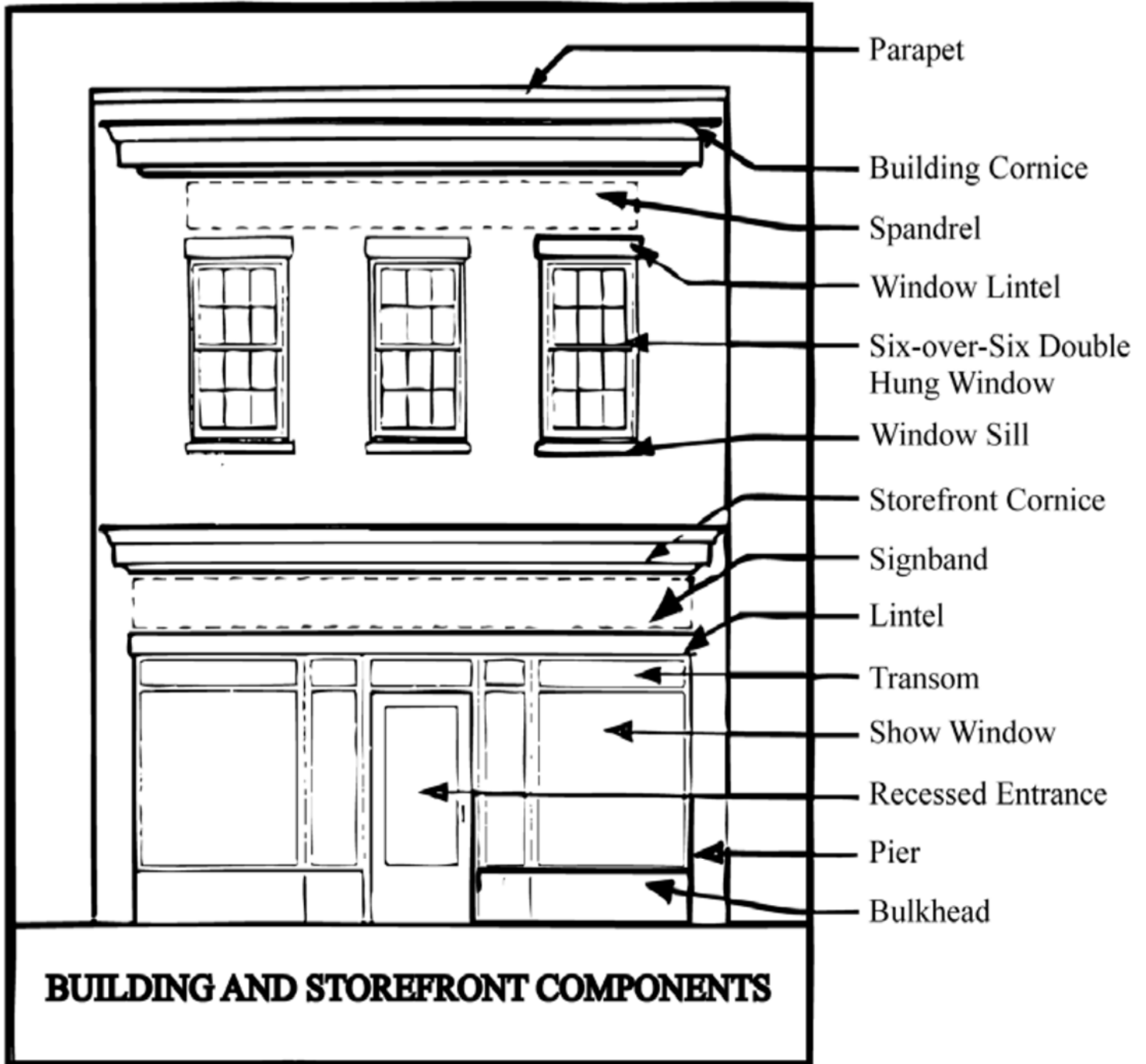
- Historic Preservation Commission Filing Fee**
- Application Form** (Attached)
- Drawings** (to scale) of the proposed building showing specific architectural elements and details, measurements, proposed colors and the overall streetscape.
- Streetscape Elevations**, at a minimum, streetscape elevations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

For Signage and Awning Requests

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

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

Façade Elements





Application for the Certificate of Appropriateness

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

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

PROJECT ADDRESS:

_____, Burlington, WI

Property Owner Information

Property Applicant Information

Owner of Property _____

Applicant Name _____

Owner's Address _____

Applicant Address _____

City, State and Zip Code _____

City, State and Zip Code _____

Phone Number _____ Fax Number _____

Phone Number _____ Fax Number _____

Email Address _____

Email Address _____

Owner's Signature _____

Applicant's Signature _____

Name of Business: _____

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

Architect or engineer's name and address: _____

Proposed Start Date: _____ Proposed Completion Date: _____

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

Façade Material

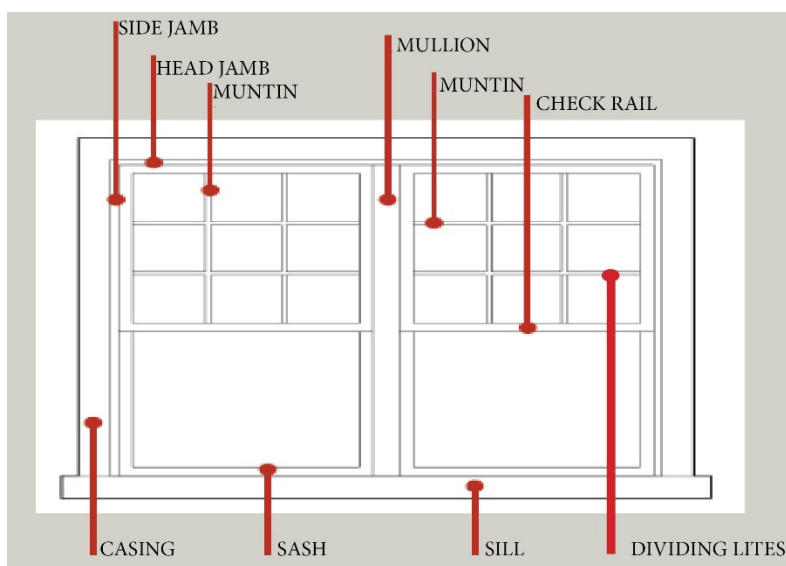
Existing Façade Material

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

Proposed Façade Material

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

Window Treatment



Existing Window Type

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

Proposed Finish and Color of Windows

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

Window Muntins (if applicable)

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

- Not Provided
- True Divided Lites

Simulated Divided Lites (if applicable)

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

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

DESCRIPTION OF EXTERIOR MATERIALS – CONTINUED

Trim Material

Door Trim

- Limestone
- Brick
- Wood
- Other _____

Window Trim

- Limestone
- Brick
- Wood
- Other _____

Fascias and Soffits

- Wood
- Other _____

Lighting

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

Maintenance & Repair

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

Chimney Material

- Brick
- Stone
- Stucco
- Other _____

Roofing

Primary Roof Material

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

Flashing Material

- Copper
- Other
- Metal

Gutters and Downspouts

- Copper
- Aluminum
- Other _____

Terraces and Patios

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