



VILLAGE OF WATERFORD Joint
CDA, Plan Commission and Heritage Design Meeting Agenda

January 16, 2019 6:00PM

Village Hall, 123 N. River St., Waterford WI 262.534.3980

For more information, visit www.waterfordwi.org

Call to Order

Roll Call: Bryant, Halbur, Hess, Houston, Luth, Nash, Perez, Denman, McReynolds, Ewert, Kosut, Vander Sanden, Lemanczyk, Rogers, Mullikin, Gariepy

Public Appearances

Reading and Approval of Minutes: Plan Commission 12/19/18 - Heritage 1/12/19

New Business

1. Discussion on a draft of a Village Wide Architecture Code, Review of various styles of architecture; Consider an appropriate motion for action.

Reports: Administrator, Attorney, Engineer, DPW

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-421-4457 or at zjackson@waterfordwi.org. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Staff at 262-534-7912, or by writing to the Village Administrator at the Village Administration Building, 123 N. River St, Waterford WI, 53185. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 123 N. River St, Waterford WI 53185 during operating hours. (8 a.m. – 5 p.m. weekdays).

Posted: 1/11/19; 4:30 PM

Village of Waterford Plan Commission
December 19, 2019
Unofficial Meeting Minutes

President Houston called to order at 6 pm

Commissioners Present: Brent Hess, Howard Bryant, Don Houston, Bil Luth, Bob Nash

Absent: Craig Kosut, Gonzalo Perez

Also Present: Zeke Jackson, Barbara Messick, Eric Halbur, Dustin Wolfe, Chuck Torosian, Rick Longstaff, Dennis Rogalski, Doug

No public appearances

Public Hearing on TID #3: Rick Longstaff, owner of building in Westerra Business Campus and Chuck Torosian posed questions regarding potential acquisition of land around their buildings in Westerra – several retaining ponds that Westerra Business Campus Association and the maintenance issues. Does village know it's responsible for that land as new owner and is that part of the agreement that's already in place or about to occur? Yes and Yes from Jackson. Three members of campus association includes Rex Runzheimer representative and has been invoiced others for the maintenance historically. What happens now. Village will take Runzheimer rep's place on that board. Will be Jackson or Houston taking Runzheimer place on that association board. Village will take on those responsibilities of bookkeeping and invoicing in house. Tens of thousands in place to maintain ponds, landscaping, lighting, and signage. Covenants of the business park will be dissolved in sale of property. Is the Westerra Business Campus Association also dissolved? Still open questions that have to be researched and some legal questions have to be reviewed and these questions still have to be answered. Need a mechanism for managing the storm water system.

Luth moved to close, second by Bryant at 6:10. Motion carried.

Bryant moved to approve minutes, second by Nash, motion carried.

TID #3 financial representative discusses TID development TID #2 ending, talked about adding it to TID #3. DOR wanted to have another public hearing and go back to board. TID 3 grew from a few to many properties as TID #2 didn't develop. Which brings us back to a public hearing. Wolf gave highlights of TID #3:

- TID 2 planned to close its natural life span and those properties added to TID 3
- Accepted agreement with Rex Runzheimer to purchase 35 acres for 3.5 M in Westerra, dissolves legal settlement agreement, removing 2.5M settlement agreement
- If TID #3 is not in place, there'd be no movement on development in this area. All sales are contingent on TID 3 approval
- Sold four development sites, not included in accepted offers – Lot 65 (1.4 acre property)
- \$9M investment for 40 unit complex, housing for \$20/hr workforce; seeking federal grant money. Sold to Bear Development with wetland mitigation 10,000 sq feet

- 43 • 84 unit building west of Runzheimer building, potentially expanded to 96 unit (Wolf notes that
- 44 the standard value of an apartment development is \$90,000 per unit or more depending on
- 45 amenities)
- 46 • Also wanted job creators - Assisted living facility
- 47 • Small 3 unit building
- 48 • Putting out an RFQ for development of two other lots, looking for master plan from developers
- 49 of mixed use buildings.
- 50 • 54 acre site south of Westerra, west of Hwy 36 with Anderson Commercial – looking for 110
- 51 apartment, commercial, light industrial, are now looking for new developers to work with
- 52 Village.
- 53 • Jay Heinrichs properties east of Hwy 36 is also open to some new options
- 54 • Wolf update of parcel listing, need new 2019 assessed values from state. Adoption after that.
- 55 • TID 2 properties have zero value until they are moved into TID 3 after state moves them over.
- 56 Have \$3.6 M in value for start of TID3
- 57 • TID#3 perform is pay as you go, Village does not install infrastructure and wait for development,
- 58 will work with developers on a case by case basis

59 Jackson notes that there are also plans in place for expanding light industrial sites in the Village with
 60 nearly 10 acre Beck property, Cornerstone Pavers mine site property, and potentially other properties
 61 Village approved purchase of 9 acres north of Rogalski property and extension of Barnes Dr.

62
 63 Nash motioned to adopt the resolution to change TID#3 with corrections noted by Wolf on page two to
 64 change Department of Administration to Department of Revenue and adjust map to include Parcel 60
 65 and send recommendation to the Village Board, second by Luth. Roll call vote: Bryant- aye; Hess – aye;
 66 Luth – aye; Houston -aye; Nash – aye. Motion carries.

67
 68 Jackson asked for direction as he prepares RFQ's related to TID #3; around the table consensus is for
 69 mixed use development as the preference.

70
 71 Downtown redevelopment plan includes the fact that Village now owns a number of properties and will
 72 market for development. Things that are popular and move downtowns are breweries, wineries, and
 73 distilleries. How can this work with the Safety Building. Rick Beck had conversation with brewery owner
 74 near Green Bay. Reviving the name of the historic Beck Brewery in Waterford and is interest in locating
 75 in Waterford. WEDC and RCEDC discussions. WEDC has a grant program but won't touch it without at
 76 downtown development plan. Bryant motioned to authorize creation or solicit bids for creation of a
 77 downtown development plan; second by Hess. Motion carries.

78
 79 Jackson questions the plan commission regarding the disposal of properties i.e. Safety Building:
 80 Appraisal of \$500,000 but may require mitigation of site; does the PC want to want a brewery there; if
 81 so are you will to sell property or willing to create credit within sale of that property? Luth not sell
 82 property, but retain continuous ownership of riverfront. Jackson said if we do a CSM and retain river
 83 frontage, would you have problem with sale of structure. Agree under those conditions, plus retain
 84 public parking. But the business should not take over public parking for their private business.
 85 Luth moved; Bryant seconded to authorize Jackson to get a survey on the property and move forward
 86 with potential sale of property, divided to just include the building.

87
88 Adjustments to the Chapter 245 of the Code of Ordinances relating to Signage allows realtors to keep
89 current signage for real estate. After further review of the temporary signage related to real estate,
90 directing Jackson and attorney Terry work with realtors. Jackson recommends approval of the
91 temporary sign ordinance section and returning to Board. Nash motioned to pass the temporary sign
92 ordinance; second by Hess. Motion carried.
93
94 Craig Kosut resigned from the Plan Commission. Houston will be bringing a recommendation to the
95 Board, seeking approval of Eric Halbur to the Plan Commission.
96
97 Heritage Design District has many requirements for downtown area, but every other area has carte
98 blanche. Discussion was held and a recommendation to convert the Heritage District Design Committee
99 into an Architecture Review Board to address building design throughout the Village. Jackson proposes a
100 joint meeting of HDDC and Plan Commission to consider this. Halbur, owner of Abacas Architecture, will
101 be opening an office in Waterford. He has a good deal of experience on an architecture review board
102 and plan commission in town of Brookfield and will be sharing information on policy and processes he
103 has from that experience. Houston asks commissioners to bring ideas to the next meeting.
104
105 Discussion on the fee schedule included a correction - sandwich board permit fee should be a \$5, not
106 \$50 as currently noted on the fee schedule. Hess motion to approve the fee schedule with correction,
107 Luth seconded. Motion carries.
108
109 Motion to adjourn by Bryant at 7:50 pm, second by Nash. Motion carried.

Village of Waterford
Heritage District Design Committee
Minutes December 19, 2018

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Attendees: Maureen Vander Sanden, Bill Luth, Bob Gariepy, Don Houston, Diane Lemancyk, Kari Mullikin, Cheryl Rogers
Also present: Zeke Jackson, Bob Nash, Kathy Lindbloom, Jody Beer

Gariepy motioned to approve minutes of August 15, 2018. Second by Lemancyk. Motion carried.

Old Business: None

New Business:

Curb Appeal Grant Application from Waterford Area Chamber of Commerce
Kathy Lindbloom was in attendance to represent the Chamber. The Chamber would like to replace the awning to change the name from the former retail establishment. A discussion was held regarding the previous grants to the property, the current sign code for the Village, and covering up the previous name on the current awning instead of replacing the awning, because the Chamber's name is currently on the front store window. Rogers motioned to table this matter until an appropriate future meeting. Second by Luth. Motion carried.

Updated Design Guideline Template.

The Design Guidelines for a designated Wisconsin Main Street community, such as the Village, have been updated. We may want to review these guidelines to see if we want to update the Village's current Design Guidelines for business and commercial properties. A discussion was held regarding the history of the Heritage District and the new zoning code that was approved in August 2018. The discussion included the following topics: the lack of design standards outside of the Heritage District, the need to make the community accessible to the river, and the need to have design standards for renovating that are not hard to attain. Nash and Jackson presented thoughts for establishing an Architectural Review Board that would maintain building standards and consistency throughout the Village. Further discussion was held regarding this Committee being changed to the Architectural Review Board with monthly meetings for the purpose of setting design standards for the commercial properties in the entire Village. Luth motioned to table the approval of the Updated Design Guideline Template and to change the focus for this Committee until the next meeting. A joint meeting with the Plan Commission and the CDA will be held on January 16, 2019 at 6:00 p.m. Luth motioned to table this matter until the January 16, 2019 joint meeting. Second by Gariepy. Motion carried.

Lemancyk motioned to adjourn at 5:17 pm. Seconded by Rogers. Motion carried.

Submitted by
Jody Beer, Deputy Clerk



Invoice

Invoice Number: 0054786-IN
 Invoice Date: 12/31/18
 Terms: Net 30 Days
 Due Date: 01/30/19

Salesperson: 0000
 Customer Number: 11-WATERFR
 Customer P.O.:

VILLAGE OF WATERFORD
 123 N RIVER STREET
 Waterford, WI 53185

WI Invoicing

Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
Permit # 18WTRF-0241-18-12E	413 BROOKSTONE DR, Waterford, WI 53185			Electrical Only
Electrical - Replace/Modify or Ex	50.00	12/03/18	65.00	32.50
Electrical - Replace/Modify or Ex	10.00	12/03/18	65.00	6.50
18WTRF-0241-18-12E Subtotal				39.00
Permit # 18WTRF-0242-18-12H	413 BROOKSTONE DR, Waterford, WI 53185			HVAC Only
HVAC - Replace/Modify or Exter	84.00	12/03/18	65.00	54.60
18WTRF-0242-18-12H Subtotal				54.60
Permit # 18WTRF-0243-18-12BEPH	612B RAVENWOOD CT, Waterford, WI 53185			Residential Alteration
Electric - New Structure/Additior	87.80	12/10/18	65.00	57.07
HVAC - New Construction/Additi	87.80	12/10/18	65.00	57.07
Plumbing - Replacement & Misc	60.00	12/10/18	65.00	39.00
Quadruple Fees (work started w	1,500.60	12/10/18	65.00	975.39
Residence - Alteration	264.60	12/10/18	65.00	171.99
18WTRF-0243-18-12BEPH Subtotal				1,300.52
Permit # 18WTRF-0244-18-12BEPH	623 TRAIL VIEW CROSSING, WATERFORD, WI			Residential Alteration
Electric - New Structure/Additior	100.00	12/13/18	65.00	65.00
HVAC - New Construction/Additi	100.00	12/13/18	65.00	65.00
Plumbing - Replacement & Misc	60.00	12/13/18	65.00	39.00
Residence - Alteration	350.00	12/13/18	65.00	227.50
18WTRF-0244-18-12BEPH Subtotal				396.50
Permit # 18WTRF-0245-18-12BEPH	839 RIVER RIDGE CIR, WATERFORD, WI 53185			SINGLE FAMILY DWELLING
Electric - New Structure/Additior	255.85	12/13/18	65.00	166.30
Erosion Control - Residential Ne	165.00	12/13/18	65.00	107.25
HVAC - New Construction/Additi	255.85	12/13/18	65.00	166.30
Occupancy Permit	50.00	12/13/18	65.00	32.50
Plumbing - New Bldg/Add	255.85	12/13/18	65.00	166.30
Residential - New Construction//	1,152.76	12/13/18	65.00	749.29
Residential Plan Review	235.00	12/13/18	65.00	152.75
18WTRF-0245-18-12BEPH Subtotal				1,540.69
Permit # 18WTRF-0246-18-12E	611 MAPLE TREE DR, Waterford, WI 53185			Electrical Only
Electrical - Replace/Modify or Ex	60.00	12/18/18	65.00	39.00
18WTRF-0246-18-12E Subtotal				39.00

Continued



Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
Permit # 18WTRF-0247-18-12P				915 FOXWALK DR, Waterford, WI 53185
				Plumbing Only
Plumbing - Replacement & Misc	40.00	12/18/18	65.00	26.00
Plumbing - Replacement & Misc	20.00	12/18/18	65.00	13.00
18WTRF-0247-18-12P Subtotal				39.00
Permit # 18WTRF-0248-18-12-1H				838 WILLOW BEND DR, Waterford, WI 53185
				HVAC Only
HVAC - Replace/Modify or Exter	60.00	12/19/18	65.00	39.00
18WTRF-0248-18-12-1H Subtotal				39.00
Permit # 18WTRF-0248-18-12BEPH				838 WILLOW BEND DR, Waterford, WI 53185
				SINGLE FAMILY DWELLING
Electric - New Structure/Additior	289.10	12/19/18	65.00	187.92
Erosion Control - Residential Ne	165.00	12/19/18	65.00	107.25
HVAC - New Construction/Additi	289.10	12/19/18	65.00	187.92
Occupancy Permit	50.00	12/19/18	65.00	32.50
Plumbing - New Bldg/Add	289.10	12/19/18	65.00	187.92
Residential - New Construction//	1,338.96	12/19/18	65.00	870.32
Residential Plan Review	235.00	12/19/18	65.00	152.75
18WTRF-0248-18-12BEPH Subtotal				1,726.58
Permit # 18WTRF-0249-18-12BEPH				705 RIVER RIDGE DR, WATERFORD, WI 53185
				SINGLE FAMILY DWELLING
Electric - New Structure/Additior	249.10	12/20/18	65.00	161.92
Erosion Control - Residential Ne	165.00	12/20/18	65.00	107.25
HVAC - New Construction/Additi	249.10	12/20/18	65.00	161.92
Occupancy Permit	50.00	12/20/18	65.00	32.50
Plumbing - New Bldg/Add	249.10	12/20/18	65.00	161.92
Residential - New Construction//	1,114.96	12/20/18	65.00	724.72
Residential Plan Review	235.00	12/20/18	65.00	152.75
18WTRF-0249-18-12BEPH Subtotal				1,502.98
Permit # 18WTRF-0250-18-12BEPH				904 FOXWALK DR, WATERFORD, WI 53185
				SINGLE FAMILY DWELLING
Electric - New Structure/Additior	259.30	12/20/18	65.00	168.55
Erosion Control - Residential Ne	165.00	12/20/18	65.00	107.25
HVAC - New Construction/Additi	259.30	12/20/18	65.00	168.55
Occupancy Permit	50.00	12/20/18	65.00	32.50
Plumbing - New Bldg/Add	259.30	12/20/18	65.00	168.55
Residential - New Construction//	1,172.08	12/20/18	65.00	761.85
Residential Plan Review	235.00	12/20/18	65.00	152.75
18WTRF-0250-18-12BEPH Subtotal				1,560.00
Permit # 18WTRF-0251-18-12H				608B MAPLE TREE DR, Waterford, WI 53185
				HVAC Only
HVAC - Replace/Modify or Exter	60.00	12/27/18	65.00	39.00
18WTRF-0251-18-12H Subtotal				39.00
Permit # 18WTRF-0252-18-12E				608B MAPLE TREE DR, Waterford, WI 53185
				Electrical Only
Electrical - Replace/Modify or Ex	60.00	12/27/18	65.00	39.00
18WTRF-0252-18-12E Subtotal				39.00

WI Invoicing

Please Remit Payments to: SAFEbuilt, LLC
3755 Precision Dr, Suite 140 Loveland, CO 80538

Net Invoice:	8,315.87
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	8,315.87



Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
Summary Fee Type				
ItemCode	Description		Amount	
/PERMITS	Building Permits		7,704.87	
/PLAN REVIEW	Plan Review Services		611.00	
Total			8,315.87	

Please Remit Payments to: SAFEbuilt, LLC
3755 Precision Dr, Suite 140 Loveland, CO 80538

Net Invoice:	8,315.87
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	8,315.87



ARCHITECTURAL CODE
SECTION 66.1050
OF
CHAPTER 66
OF THE
MUNICIPAL CODE
OF THE
VILLAGE OF
SISTER BAY, WISCONSIN

Last Revised:
April 12, 2011

1 **Sec. 66.1050 Architectural Review Criteria.**
 2 (Amended Ordinance 162-011210)
 3 (a) Purpose and intent.
 4 Section 66.1050 was adopted by the Village,
 5 for all zoning districts, to promote the health,
 6 safety, aesthetics, and general welfare in and
 7 of the Village, by:
 8 (1) Protecting the general appearance of
 9 buildings, structures, and open areas;
 10 and
 11 (2) Ensuring adequate light, air and privacy
 12 for property; and
 13 (3) Encouraging architectural standards that
 14 promote high quality design and use of
 15 quality materials, and composition of
 16 materials, that are attractive and com-
 17 patible with existing buildings, and to
 18 maintain property values.
 19 (b) Architectural Review Board
 20 (1) The Village shall appoint an Architec-
 21 tural Review Board to assist and pro-
 22 vide recommendation to the Village
 23 plan commission based on the condi-
 24 tions of the Village Architectural Stand-
 25 ards.
 26 (2) The Village Plan Commission members
 27 shall serve as the Architectural Review
 28 Board unless the Board of Trustees ap-
 29 points five residents with one-year
 30 terms to serve as the Architectural Re-
 31 view Board. Unless the Board of Trus-
 32 tees appoints an Architectural Review
 33 Board all references in this section shall
 34 be to the Village Plan Commission.
 35 (c) Architectural review process.
 36 The Village Plan Commission shall be respon-
 37 sible and have authority to hear, review and
 38 act upon proposed commercial, multi-family
 39 residential and mixed-use architectural plans
 40 for new construction, renovation, remodeling
 41 and restoration work, based on the provided
 42 recommendation of the Architectural Review
 43 Board.
 44 (1) Plans for architectural review shall be
 45 submitted in accordance with this sec-
 46 tion and administered by the Zoning
 47 Administrator.
 48 (2) The Village Plan Commission shall not
 49 permit the design or exterior appear-
 50 ance, which is of such unorthodox or
 51 abnormal character in relation to the
 52 surroundings as to be unsightly or of-
 53 fensive to generally accepted taste. Ad-
 54 ditionally, the Village Plan Commission
 55 shall not permit the design or exterior
 56 appearance, which is so identical with

57 those adjoining to create excessive mo-
 58 notony and drabness.
 59 (d) Design criteria.
 60 In making its findings and determination con-
 61 cerning each proposed project, the Architec-
 62 tural Review Board shall review each plan
 63 based on the conditions of the Village Archi-
 64 tectural Standards, including but not limited to
 65 the following to create:
 66 (1) A high-quality design, composi-
 67 tion/usage of materials, colors, and
 68 construction; and
 69 (2) A diversity of architectural styles, build-
 70 ing scale and massing, building roof
 71 lines and shape; and
 72 (3) A compatibility with surrounding land
 73 uses and geographic location.
 74 (e) Manual of Design.
 75 The Architectural Review Board shall establish
 76 a Manual of Design that includes photographs,
 77 drawings and color samples that represent pre-
 78 ferred designs. The Manual of Design shall be
 79 updated periodically.
 80 (f) Architectural Standards.
 81 The purpose of these standards is to assist the
 82 Village Plan Commission, Architectural Re-
 83 view Board, and the public with a standard to
 84 achieve quality in architectural design and to
 85 create a sense of place through appropriate
 86 use and composition of materials, architectural
 87 styles, and land use planning and design.
 88 (1) Exterior Architectural Treatment. The
 89 image of the Village is influenced to a
 90 large degree by the design, character
 91 and architectural aesthetics of its build-
 92 ings. Architectural treatment must be
 93 addressed by the following standards:
 94 a. Massing/Scale. The massing of a
 95 building refers to the overall size,
 96 bulk or volume of space, which a
 97 building encloses. Scale is con-
 98 veyed by elements or parts of the
 99 building facade where doorways,
 100 windows, and details enable
 101 people to gauge its relative size
 102 and character in relationship to
 103 the size of the human form.
 104 1. The scale of the buildings
 105 must be compatible with
 106 the overall massing and
 107 the individual parts of ad-
 108 jacent buildings, especial-
 109 ly adjacent to residential
 110 areas.
 111 2. Building heights of new
 112 construction must not ex-

VILLAGE OF SISTER BAY ZONING CODE

1		ceed the maximum build-	56		
2		ing height of each zoning	57		
3		district.	58		
4		a. A gradual transition	59		
5		to the maximum	60		
6		building height is	61		
7		permitted.	62		
8		b. The relationship be-	63		
9		tween façade	64		
10		height and width	65		
11		must be main-	66		
12		tained.	67		
13		3. Transitions between adja-	68		
14		cent residential structures	69		
15		and new non-residential	70		
16		structures to be construct-	71		
17		ed must also be achieved	72		
18		by the incorporation of	73		
19		horizontal human-scale	74		
20		features in rooflines and	75		
21		building elevations.	76		
22		4. Avoid vast blank building	77		
23		walls in areas visible from	78		
24		the street or adjacent resi-	79		
25		dential areas. Design fa-	80		
26		çades must convey hu-	81		
27		man-scale through fenes-	82		
28		tration, building articula-	83		
29		tion, or detailing.	84		
30	b.	Form/Proportion. The form and	85		
31		proportion of a building's eleva-	86		
32		tion and roof are basic form-	87		
33		giving characteristics that are	88		
34		important in relating a new	89		
35		building to other buildings and to	90		
36		its setting.	91		
37		1. Elements of a building	92		
38		must be emphasized to	93		
39		clearly show the division	94		
40		of roof and walls. Color,	95		
41		materials and/or details	96		
42		must be utilized to express	97		
43		this division.	98		
44		2. Building components and	99		
45		appurtenances, including	100		
46		doors, windows, canopies	101		
47		and trim, must maintain	102		
48		this proportion to each	103		
49		other and to the building	104		
50		as a whole.	105		
51	c.	Fenestration/Entrances. The fen-	106		
52		estration of building façades is	107		
53		the orderly arrangement of open-	108		
54		ings within the elevations of the	109		
55		building.	110		
			111		
				1.	Design openings must
					form a unified composi-
					tion in proportion to the
					building elevation.
				2.	Large blank walls, which
					are exposed to view, must
					be avoided by creating
					horizontal and vertical in-
					terest. Utilize fenestration,
					related detailing, and ar-
					ticulation to provide scale
					and relief to the building
					façade. These architectur-
					al characteristics shall be
					easily identified by the
					viewer.
				3.	Oversized fenestration el-
					ements, which tend to
					create a monumental
					scale, shall be avoided un-
					less specifically required
					by the type of building or
					relationship to its sur-
					roundings.
				4.	Building entrances must
					be designed to be clearly
					identifiable and easily
					recognizable from parking
					lots and pedestrian circu-
					lation routes.
				5.	Design, quality of mater-
					ial, scale and character of
					a building, especially the
					location of the entryway,
					must help identify its im-
					portance and be compati-
					ble with entrances of ad-
					jacent buildings.
				6.	Hierarchy of entrances
					through scale, detailing,
					and design features must
					be clearly expressed.
				7.	Entrances of freestanding
					buildings must be located
					and be clearly identifiable
					from the adjacent street or
					service drive.
				d.	Material/Details. Achieve a co-
					hesive and consistent architec-
					tural character in new construc-
					tion through the use of exterior
					building materials and details
					that are similar to or compatible
					with adjacent buildings.
				1.	Materials must be selected
					to adequately suit the type

VILLAGE OF SISTER BAY ZONING CODE

1		of building and style in	56		
2		which it is intended to	57		
3		serve.	58		
4	2.	Buildings must have the	59		
5		same materials, or those,	60		
6		which are architecturally	61		
7		harmonious, used for all	62		
8		building elevations and	63		
9		other exterior building	64		
10		components such as	65		
11		dumpster facilities or other	66		
12		accessory structures, such	67		
13		as signage.	68		
14	3.	In any building in which	69		
15		the structural frame is ex-	70		
16		posed to public view, the	71		
17		structural materials must	72		
18		also meet these standards.	73		
19	4.	A primary facade material	74		
20		must be used consistently	75		
21		on all building elevations	76		
22		to limit the number of	77		
23		compatible secondary fa-	78		
24		cade materials.	79		
25	5.	The sides and rear of	80		
26		buildings shall be as visu-	81		
27		ally attractive as the front	82		
28		through the design of roof	83		
29		lines, use of similar archi-	84		
30		tectural detailing, and	85		
31		building materials.	86		
32	e.	Permitted Primary Façade Mate-	87		
33		rials. Exterior building materials	88		
34		and features for new buildings or	89		
35		additions:	90		
36	1.	Examples of appropriate	91		
37		façade materials:	92		
38	a.	Brick	93		
39	b.	Non-reflective glass	94		
40	c.	Wood	95		
41	d.	Stucco	96		
42	e.	Decorative archi-	97		
43		tectural tile	98		
44	f.	Integrally colored	99		
45		textured concrete	100		
46	g.	Natural or Cultured	101		
47		Stone	102		
48	h.	Architectural Block	103		
49	2.	Examples of prohibited	104		
50		primary façade materials:	105		
51	a.	Particleboard	106		
52	b.	Shingle siding (roof	107		
53		applications only),	108		
54		except for cedar	109		
55		shake siding	110		
			111		
			120		
				c.	Wood siding, i.e., plywood paneling and T-111
				d.	Highly reflective or glare-producing glass with a 0.25 or greater reflective factor
				e.	Industrial metal panels with or without exposed fasteners
				f.	Concrete masonry units
				g.	Exposed aggregate pre-cast concrete
				h.	Soft Coat Exterior insulation finish systems
				i.	Metal
				f.	Exemptions.
				1.	Additions to existing buildings that are presently made of the prohibited building materials must comply with the provisions of this section for the addition. The applicant may request an exemption to allow the addition to consist of the same material as the existing building. The exemption must be approved by a 3/4 majority vote of the Architectural Review Board and the Plan Commission present at the respective meeting and would be subject to the Architectural Review Board requiring enhancements to the façade, additional landscaping, or other means to improve the aesthetics of the building. The exemption will be based on examination of the following criteria:
				a.	The prevailing material(s) used on buildings in the same area.
				b.	Visibility. The building should be well screened. The

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1	Architectural Re-	57	1.	Primary building facade
2	view Board may	58		colors on all four sides,
3	require the façade	59		including building ac-
4	of the highly visible	60		cents, fixtures and sign-
5	areas be improved	61		age, must be non-
6	or screened with	62		reflective and subtle.
7	landscaping or oth-	63	2.	Fluorescent, day-glow
8	er means.	64		and/or neon colors shall
9	(2) An exemption to the prohibited materi-	65		not be permitted.
10	als may be obtained from the Architec-	66	3.	Colors must be selected
11	tural Review Board for exceptional de-	67		relative to the chosen ex-
12	signs.	68		terior building materials
13	(3) Architectural Requirements. Building	69		since it is a critical design
14	materials are critical in establishing the	70		element in relating adja-
15	character and aesthetic for the area.	71		cent buildings and to cre-
16	Buildings require appropriate and re-	72		ate a compatible visual
17	spectful attention in the materials se-	73		environment within an ar-
18	lected for facades. The following uses	74		ea. In general, colors must
19	shall be consistent with the following	75		be integral to a selected
20	standards for all buildings and building	76		material rather than ap-
21	complexes:	77		plied on (painted) exterior
22	a. Building designs shall minimize	78		building materials.
23	the effects of size and scale by	79	4.	Colors for secondary fa-
24	highlighting individual dwelling	80		cade materials shall be
25	units using separate entrances	81		compatible with the pre-
26	and integrating garages (for mul-	82		dominant colors, includ-
27	ti-family buildings), use of varia-	83		ing accent colors. When
28	ble roof lines, door and window	84		such contrasting colors are
29	openings, façade protrusions or	85		utilized, the colors must
30	recesses, and use of porticos,	86		not dominate the visual
31	overhangs, arcades, arches and	87		character of the setting.
32	outdoor patios.	88	e.	Variation in architectural
33	b. Accessory structures must be	89		detail, mass and proportion
34	compatible with the primary	90		of individual buildings
35	building in terms of its character,	91		may be used to provide
36	roof shapes, building materials,	92		visual interest where more
37	colors and architectural details.	93		than one building is lo-
38	c. Building facades must incorpo-	94		cated on a single parcel
39	rate unified and complimentary	95		or multiple build-
40	finished materials, and to pro-	96		ings, which are part of a
41	promote longevity and durability.	97		development.
42	Materials that are appropriate or	98	f.	Roofs are elements of
43	prohibited are stated in Section	99		buildings, which signifi-
44	(e)(1)f.	100		cantly affect the archi-
45	d. Colors shall be compatible, co-	101		tectural character. The
46	herent and harmonious with ex-	102		roof is vital to the over-
47	isting materials in the immediate	103		all design theme of a
48	area. Color schemes shall be	104		building since it is re-
49	used consistently throughout the	105		lated to its mass, scale,
50	property, including on both the	106		form, and propor-
51	upper and lower portions of the	107		tion.
52	buildings, and on all facades of a	108	1.	For all visible roofs,
53	building or structure. The follow-	109		roofing materials and
54	ing provisions must be adhered	110		construction must be
55	to unless the review of the Plan	111		high quality, such as but
56	Commission states otherwise:	112		not limited to, standing-








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1		of the building and with	57		overall building envelope,
2		surrounding buildings and	58		the following standards
3		roofs.	59		must be applied:
4	g.	Corner Lot Buildings. Building on	60	a.	Dumpsters must be
5		large corner lots have a tendency	61		screened on all
6		to create the appearance of a	62		sides.
7		single massive building in con-	63	b.	Dumpster enclo-
8		flict with the goals of (f)(1)(a)	64		sures must be com-
9		Massing/Scale. The building	65		patible in design
10		shall:	66		with the architec-
11		1. Incorporate design factors	67		tural style of the
12		in the building footprint to	68		primary building in
13		step back or change the	69		terms of its scale,
14		angle of the building to	70		exterior materials
15		reduce the appearance of	71		used and color.
16		a long wall and	72	c.	Dumpster enclo-
17		2. Incorporate architectural	73		sures must not vio-
18		features in that portion of	74		late the building
19		the building to create the	75		setback and parking
20		appearance of a different	76		requirements of the
21		building.	77		zoning district in
22	h.	Service and Utility Areas. Build-	78		which the enclo-
23		ings require mechanical equip-	79		sure is located.
24		ment and service areas, which	80	4.	All above grade utility
25		are normally unsightly and noisy.	81		connections, vents, and
26		These areas include, but are not	82		other projections must be
27		limited to, loading docks, exteri-	83		located along exterior
28		or storage areas, dumpsters and	84		walls away from high visi-
29		mechanical equipment such as	85		bility areas, such as front
30		plumbing vent stacks, transform-	86		facades or pedestrian are-
31		ers, fans and cooling towers. The	87		as. These vents also in-
32		following standards address the	88		clude, but are not limited
33		treatment of service and utility	89		to, air conditioning units,
34		areas in order to reduce the neg-	90		air exchangers and under-
35		ative visual impact of such areas:	91		ground utility vaults.
36		1. All service and utility are-	92	5.	Rooftop mechanical
37		as shall be located away	93		equipment shall not be
38		from the street and conce-	94		mounted on buildings un-
39		aled from building en-	95		less the roof parapet (cor-
40		trances, pedestrian areas,	96		niche) screens such equip-
41		and adjacent residential	97		ment 100% from public
42		buildings.	98		view, as measured from
43		2. Service areas and related	99		grade elevation, from a
44		mechanical equipment	100		minimum distance of 500
45		shall be screened (100%)	101		feet from the building.
46		with materials to match	102	a.	The roof parapet
47		the primary exterior mate-	103		shall be integrated
48		rials. Trash compactors	104		as part of the build-
49		and dumpsters shall be lo-	105		ing's overall design.
50		cated adjacent to truck	106	b.	Each plan (includ-
51		loading areas and	107		ing remodeling ex-
52		screened hundred percent	108		isting buildings)
53		(100%) with the primary	109		must be reviewed
54		exterior materials.	110		individually based
55		3. Where dumpsters are not	111		on location, fin-
56		fully screened by the	112		ished grade eleva-

SECTION 1700 – ARCHITECTURAL GUIDE

1 Sec. 66.1700 Illustrations

Sister Bay Commercial Architectural Style Guide		
<p>In general, the architectural style would be categorized as “Turn of the Century” with Scandinavian, Swedish and German themes. See Section 66.1050 for the detailed requirements.</p>		
<p>Windows: Grilled</p>	 <p>Figure 1</p>	 <p>Figure 2</p>
<p>Doors: Double entrance Recessed entrance</p>	 <p>Figure 3</p>	
<p>Exterior Colors: Contrasting trim</p>	 <p>Figure 4</p>	 <p>Figure 5</p>

<p>Trim and Moldings: Decorative Detailed</p>	 <p>Figure 6</p>	 <p>Figure 7</p>
	 <p>Figure 8</p>	
<p>Shutters:</p>	 <p>Figure 9</p>	 <p>Figure 10</p>
<p>Siding: Stone Cedar shakes Cedar siding Cement board Hardy plank</p>	 <p>Figure 11</p>	 <p>Figure 12</p>

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SEC. 66.1700 ILLUSTRATIONS

SEC. 66.1700 ILLUSTRATIONS



Figure 13



Figure 14

Landscaping:
No bare lawn
Benches, patios
Shrubs, trees
Flowers



Figure 15



Figure 16

Corner Lot Buildings:
Cut-outs



Figure 17

Other amenities:
Flower boxes below windows
Porches
Verandas
Windows walk
Enclosed porch
Balconies
Awnings



Figure 18



Figure 19



Figure 20



Figure 21