

## Appendix I

### SUGGESTED SITE PLAN AND ARCHITECTURAL REVIEW GUIDELINES

The compatibility of proposed development with the character of a community is a critical public concern. A review committee, established in accordance with Section 62.23(7) of the *Wisconsin Statutes*, may review proposed site plans and building designs to avoid development that may have an adverse impact on the character of a community. The development or redevelopment of sites and buildings should be consistent with the general intents and purposes of promoting the public health, safety, and general welfare; maintaining the attractive appearance of the community; and promoting development and redevelopment of buildings and lands consistent with the adopted community comprehensive plan, or element thereof. Site plan and architectural review guidelines are set forth herein for the specific purpose of promoting an attractive community, compatible development, and stability of property values. These guidelines may be formalized in the form of a zoning ordinance or may be used as voluntary guidelines. If a community wishes to require the submittal and review of detailed development plans for all intensive uses by the Plan Commission, the following provision should be added to each basic zoning district that permits intensive uses, such as multi-family residential, commercial, industrial, governmental, institutional, and recreational uses. A single- or two-family home proposed on an individual lot would not require Plan Commission review.

#### **“Plans and Specifications to be Submitted to Plan Commission**

To encourage a [type of proposed principal uses permitted in the basic zoning district such as multi-family residential, business, or manufacturing] environment that is compatible with the community character, zoning permits for uses allowed in the [name of zoning district] should not be issued without review and approval by the Village Plan Commission. Said review and approval should be concerned with, but not limited to, the general layout, building plans, traffic generation and circulation, driveway locations, parking, loading and unloading, landscaping, signage, and open space utilization in accordance with [zoning section number which requires site plan and architectural review].”

#### **Development Plan Data**

Proper development plan data should be submitted to the Village for review and approval. In addition to stormwater management plans and erosion and sedimentation control plans, the following development plan data should be submitted where applicable with all plan review applications:

1. Site plan drawn to a recognized engineering scale.
2. Name of project.
3. Owner's and/or developer's name and address.
4. Architect's and/or engineer's name and address.
5. Date of plan submittal.
6. Scale of drawing, north arrow, and site size information (area in square feet or acres).
7. Existing and proposed topography shown at contour intervals of two feet or less. Topography should extend 50 feet onto adjacent property or to the building on the adjacent lot, whichever is greater.
8. The characteristics of soils related to contemplated specific uses.
9. Total number and location of parking spaces.

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10. All building and yard setback lines.
11. Where applicable, both the 100 year recurrence interval floodplain and the floodway; environmental corridors and isolated natural resource areas; and wetland areas.
12. The type, size, and location of all existing and proposed structures with all building dimensions shown.
13. The height of all existing and proposed buildings and other structures.
14. Existing and proposed street names.
15. Existing and proposed public rights-of-way and widths.
16. Existing and general location of proposed sanitary sewers, water mains, storm sewers, and other drainage facilities and features.
17. Proposed location and type of all signs to be placed on the site.
18. The location and type of all outdoor lighting.
19. Existing isolated, individual trees and the boundary of woodlands.
20. Location, extent, and type of proposed plantings. This information may be provided on a combined site/landscape plan or a separate landscape plan.
21. Location of pedestrian sidewalks and walkways, and bicycle lanes or paths.
22. A graphic outline of any development staging.
23. Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed structures.
24. Other data as required by the Plan Commission.

### **Review Guidelines**

The following guidelines or principles should be established as review criteria to be applied to all new structures and uses and to changes or additions to existing structures and uses.

1. The proposed use(s) should conform to the uses permitted in the applicable zoning district.
2. The dimensional arrangement of buildings and structures should conform to the required area, yard, setback, and height restrictions of the zoning ordinance.
3. The relative proportion of the scale and mass of a building to neighboring existing buildings, to pedestrians or observers, or to other existing buildings should be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.
4. The visual continuity of roof shapes, rooflines, and their contributing elements (e.g. parapet walls, coping, and cornices) should be maintained in building development or redevelopment.
5. No building should be permitted where the design or exterior appearance will be of such unorthodox or abnormal character in relation to its surroundings as to be unsightly or offensive to generally accepted

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taste and community standards.

6. No building should be permitted where the design or exterior appearance will be so similar with those adjoining as to create excessive monotony or drabness.
7. No building should be permitted where any exposed facade will be constructed or faced with finished material which is not aesthetically compatible with the facades of surrounding buildings or presents an unattractive appearance to the public and to surroundings properties.
8. All sides of multi-family residential, commercial, industrial, governmental, and institutional buildings should be finished with an aesthetically pleasing material such as stone, brick, wood, ornate masonry material, or decorative glass panels, except where the building style requires a different material. Attractive aluminum or vinyl siding which has the appearance of wood siding, a “brushed” surface, or other compatible attractive material may be allowed by the Village. No plain concrete-block buildings or smooth metal-faced buildings, except those with an attractive finished surface mentioned above, should be allowed.
9. Since the selection of building colors has a significant aesthetic and visual impact upon the public and neighboring properties, colors should be selected to be in general harmony with existing neighborhood buildings. The use of bright colors should be limited and used only as an accent.
10. Accessory buildings should be built with materials compatible with those of the principal building on the same site.
11. No overhead door or loading dock for commercial, manufacturing, institutional, or park buildings should face a public street. The Plan Commission may permit overhead doors and docks to face a public street when it has made a finding that there is no feasible alternative location for such doors or docks and, insofar as is practicable, such doors and docks facing public streets are screened.
12. Outside storage areas for inventory, materials, equipment, supplies, scrap, and other materials utilized in the day-to-day operation of the principal use should be hard-surfaced with either concrete or asphalt and screened from public view with appropriate vegetation, fencing, or walls of a material compatible with the principal structure and the surrounding area. The Plan Commission may permit the outdoor display of products or merchandise when it makes a finding that such a display is essential to a business or industrial use, such as a landscape-nursery or car-sales business, and attractive periphery landscaping is provided.
13. Mechanical equipment, such as heating, air conditioning, and ventilating equipment, at grade-level and on rooftops, should be screened from public view or located in a manner that is unobtrusive.
14. No building or sign should be permitted to be sited on the property in a manner which would unnecessarily destroy or substantially damage the natural beauty of the area, particularly insofar as it would adversely affect values incidental to ownership of land in that area, or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing buildings on adjoining properties.
15. No building or use should be permitted that would have a negative impact on the maintenance of safe and healthful conditions in the Village.
16. Building and uses should maintain existing topography, drainage patterns, and vegetative cover insofar as is practical to prevent indiscriminate or excessive earth moving or clearing of property, disfiguration of natural land forms, and disruption of natural drainage patterns.
17. Buildings and uses should provide for safe traffic circulation and safe driveway locations.

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18. Buildings and uses should provide adequate parking and loading areas.
19. Appropriate landscaped buffers should be provided between dissimilar uses.
20. Appropriate erosion control measures should be utilized in all new development.
21. Buildings and uses should be provided with adequate public services as approved by the appropriate utility.
22. Refuse and recycling areas should be screened by completely enclosing such areas with a wall or fence of a material compatible with the principal structure and surrounding area. Except at the gate, the wall or fence should be surrounded with a landscape bed at least five feet wide consisting of plants.
23. No buildings should impair the enjoyment of historic attractions and areas of significant historic interest.
24. Buildings on premises which have historic significance should be identified by a plaque to be provided by the Village and should be encouraged to be maintained or restored, insofar as is practicable, in a manner which will protect its historic significance in accordance with the standards promulgated by the U.S. Department of the Interior for historic preservation projects.
25. Development and redevelopment should be consistent with the public goals, objectives, principles, standards, policies, and design guidelines set forth in the adopted Village comprehensive plan, or element thereof, including those related to the Wales Historic Village Center.
26. Buildings and uses should make appropriate use of open spaces. The Zoning Administrator or Plan Commission may require appropriate landscaping and planting screens. A landscaping maintenance program, together with appropriate assurances, should be submitted.
27. Other principles deemed appropriate in the Village of Wales or in the vicinity of the project may be imposed by the Plan Commission.