

VILLAGE OF SISTER BAY ZONING CODE

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

VILLAGE OF SISTER BAY ZONING CODE

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 con-	94		mounted on buildings un-
39		cealed 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-

