



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

Last Revised:  
April 12, 2011

# 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-

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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

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1		56	
2	of building and style in	57	
3	which it is intended to	58	
4	serve.	59	
5	2. Buildings must have the	60	
6	same materials, or those,	61	
7	which are architecturally	62	
8	harmonious, used for all	63	
9	building elevations and	64	
10	other exterior building	65	
11	components such as	66	
12	dumpster facilities or other	67	
13	accessory structures, such	68	
14	as signage.	69	
15	3. In any building in which	70	
16	the structural frame is ex-	71	
17	posed to public view, the	72	
18	structural materials must	73	
19	also meet these standards.	74	
20	4. A primary facade material	75	
21	must be used consistently	76	
22	on all building elevations	77	
23	to limit the number of	78	
24	compatible secondary fa-	79	
25	cade materials.	80	
26	5. The sides and rear of	81	
27	buildings shall be as visu-	82	
28	ally attractive as the front	83	
29	through the design of roof	84	
30	lines, use of similar archi-	85	
31	tectural detailing, and	86	
32	building materials.	87	
33	e. Permitted Primary Façade Mate-	88	
34	rials. Exterior building materials	89	
35	and features for new buildings or	90	
36	additions:	91	
37	1. Examples of appropriate	92	
38	façade materials:	93	
39	a. Brick	94	
40	b. Non-reflective glass	95	
41	c. Wood	96	
42	d. Stucco	97	
43	e. Decorative archi-	98	
44	tectural tile	99	
45	f. Integrally colored	100	
46	textured concrete	101	
47	g. Natural or Cultured	102	
48	Stone	103	
49	h. Architectural Block	104	
50	2. Examples of prohibited	105	
51	primary façade materials:	106	
52	a. Particleboard	107	
53	b. Shingle siding (roof	108	
54	applications only),	109	
55	except for cedar	110	
	shake siding	111	

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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 detail,
33	b. Accessory structures must be	89		mass and proportion of individu-
34	compatible with the primary	90		al buildings may be used to pro-
35	building in terms of its character,	91		vide visual interest where more
36	roof shapes, building materials,	92		than one building is located on a
37	colors and architectural details.	93		single parcel or multiple build-
38	c. Building facades must incorpo-	94		ings, which are part of a devel-
39	rate unified and complimentary	95		opment.
40	finished materials, and to pro-	96	f.	Roofs are elements of buildings,
41	motivate longevity and durability.	97		which significantly affect the ar-
42	Materials that are appropriate or	98		chitectural character. The roof is
43	prohibited are stated in Section	99		vital to the overall design theme
44	(e)(1)f.	100		of a building since it is related to
45	d. Colors shall be compatible, co-	101		its mass, scale, form, and propor-
46	herent and harmonious with ex-	102		tion.
47	isting materials in the immediate	103	1.	For all visible roofs,
48	area. Color schemes shall be	104		roofing materials and con-
49	used consistently throughout the	105		struction must be high
50	property, including on both the	106		quality, such as but not
51	upper and lower portions of the	107		limited to, standing-seam
52	buildings, and on all facades of a	108		metal, slate, cedar, or ar-
53	building or structure. The follow-	109		chitectural shingles.
54	ing provisions must be adhered	110		Roofing materials and
55	to unless the review of the Plan	111		shape must be compatible
56	Commission states otherwise:	112		with the architectural style

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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 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-



# VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1700 ILLUSTRATIONS

SEC. 66.1700 ILLUSTRATIONS

## SECTION 1700 – ARCHITECTURAL GUIDE

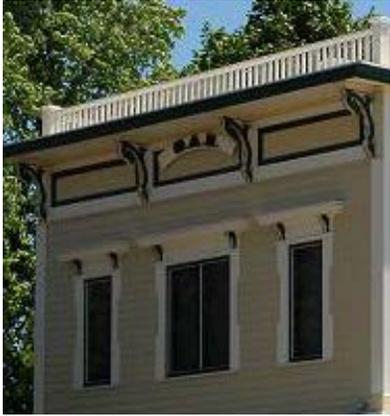
### 1 Sec. 66.1700 Illustrations

<b>Sister Bay Commercial Architectural Style Guide</b>		
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.		
<b>Windows:</b> Grilled	 <p>Figure 1</p>	 <p>Figure 2</p>
<b>Doors:</b> Double entrance Recessed entrance	 <p>Figure 3</p>	
<b>Exterior Colors:</b> Contrasting trim	 <p>Figure 4</p>	 <p>Figure 5</p>

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SEC. 66.1700 ILLUSTRATIONS

SEC. 66.1700 ILLUSTRATIONS

<p><b>Trim and Moldings:</b> Decorative Detailed</p>	 <p style="text-align: center;"><b>Figure 6</b></p>	 <p style="text-align: center;"><b>Figure 7</b></p>
	 <p style="text-align: center;"><b>Figure 8</b></p>	
<p><b>Shutters:</b></p>	 <p style="text-align: center;"><b>Figure 9</b></p>	 <p style="text-align: center;"><b>Figure 10</b></p>
<p><b>Siding:</b> Stone Cedar shakes Cedar siding Cement board Hardy plank</p>	 <p style="text-align: center;"><b>Figure 11</b></p>	 <p style="text-align: center;"><b>Figure 12</b></p>

# VILLAGE OF SISTER BAY ZONING CODE

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

# VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.1700 ILLUSTRATIONS

SEC. 66.1700 ILLUSTRATIONS

**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