

TOWN OF ST. JOSEPH

DESIGN REGULATIONS MANUAL



April 2018

DESIGN REGULATIONS MANUAL

Prepared For:

TOWN OF ST. JOSEPH



Prepared By:

West Central Wisconsin Regional Planning Commission



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DESIGN REVIEW PROCESS

A. INITIAL CONSULTATION

All potential applicants shall meet with the Town Plan Commission. This meeting will allow the Town Plan Commission to review this ordinance, checklist, and application with the potential project. An initial consultation meeting will prove helpful before the design is fully developed, which will assure the approval process is smooth and timely. There is no fee for the initial consultation.

B. APPLICATION SUBMITTAL

The applicant shall submit a completed design and site plan review application, checklist, development design, and appropriate fee to the Town Clerk/Treasurer. The fee shall be established by the Town Board. A waiver application may also be submitted at this time, if necessary.

C. PRELIMINARY REVIEW

The applicant shall have a meeting with the Town Plan Commission for a preliminary review of the proposed development. The Town Plan Commission will recommend to the applicant if any additional information is needed for the application to proceed. Once such information is provided, the application will be placed on the Town Plan Commission agenda for a decision on the Plan Commission's recommendation regarding the application to the Town Board.

D. PLAN COMMISSION REVIEW AND DECISION

The applicant shall attend the Town Plan Commission and present their application to the Town Plan Commission. The Town Plan Commission will review and will recommend the application to the Town Board for final approval, approval with conditions, or denial. Once approved by the Town Plan Commission, the application shall proceed to the next possible Town Board meeting.

TABLE OF CONTENTS

INTRODUCTION	7
ARCHITECTURAL STANDARDS	8
SECTION A. GENERAL STANDARDS	9
PROMINENT ENTRANCE	10
MASSING	11
GROUND LEVEL DETAILS.....	11
SCREENING BLANK WALLS	12
RECOGNIZING HISTORICAL CONTEXT	12
SERVICE & UTILITY AREA	13
SECTION B. ADDITIONAL STANDARDS FOR LARGE & MIXED-USE DEVELOPMENT	14
CONNECTIONS TO DEVELOPMENT	15
ORIENTATION TO STREET	16
SETBACKS	16
ENTRANCES TO LARGE DEVELOPMENTS.....	17
WEATHER PROTECTION	17

TABLE OF CONTENTS

ROOFLINE & ROOFTOP EQUIPMENT.....	18
ROOF PITCH (MIN/MAX)	18
DRIVE-THRU BUSINESSES.....	19
ARTICULATION OF WALLS & WINDOWS.....	20
BACKSIDES OF BUILDINGS.....	21
SITE ORGANIZATION & LAYOUT STANDARDS	22
SECTION A. GENERAL STANDARDS	23
STYLE.....	24
LOTS & SETBACKS	25
SECTION B. TRANSPORTATION, BICYCLE, & PEDESTRIAN FACILITIES	26
GENERAL REQUIREMENTS.....	27
SECTION C. PARKING & PARKING LOTS	28
GENERAL REQUIREMENTS.....	29
MIXED-USE REQUIREMENTS.....	30
MULTI-FAMILY RESIDENTIAL.....	30
BICYCLE PARKING	31

TABLE OF CONTENTS

SECTION D. LANDSCAPING	32
GENERAL REQUIREMENTS	33
SECTION E. LIGHTING	34
GENERAL REQUIREMENTS.....	35
APPLICABILITY TO EXISTING DEVELOPMENT	36
SECTION A. GENERAL STANDARDS	37
GENERAL REQUIREMENTS.....	38
SECTION B. EXISTING STRUCTURES	39
GENERAL REQUIREMENTS.....	40
DESIGN REVIEW PROCESS	41
AERIAL MAP - TOWN OF ST. JOSEPH	43

INTRODUCTION

TOWN OF ST. JOSEPH

The purpose of the Design Regulations Ordinance (Ordinance # 81) is to regulate design standards for new construction and adaptive reuse, alteration, expansion, or modification of intensive development in the Town of St. Joseph (the Town), St. Croix County, Wisconsin (the County). This is to ensure development is in context with surrounding development, meets the Town's Comprehensive Plan vision and goals, and preserves the Town's rural characteristics while allowing for design innovation. It is not the intent of these standards to limit new construction or building alterations to one particular design style, but to create and enhance an aesthetic whole. Intensive development shall include, but not be limited to commercial, industrial, mixed-use, multi-family residential, institutional, utilities, and agricultural tourism development.

The specific intentions of the ordinance are to:

- Provide guidelines for the determinations of the Plan Commission, which is charged with the responsibility for design review and to avoid decisions based on individual tastes and preferences in the review and approval of plans.
- Establish clear and easily understood design criteria to guide property owners and their architects and engineers in the appropriate design of new construction and building expansions of intensive development.
- Ensure development in the Town is built to a human scale.
- Achieve the Town's comprehensive plan vision and goals.
- Provide safe and enjoyable environments for persons of all ages.
- Represent the best balance between the architectural heritage, character of the Town and surrounding areas, existing architecture and engineering, and the natural constraints of the land.
- Incorporate lighting, planting, parking, signage, and site amenities such as fountains, sculptures, and street furniture into the design of buildings and development areas.
- Require site development to relate to a specific theme and be consistent regarding materials and design elements.
- Require development to be sensitive to development demands, pedestrian and bicycle traffic patterns, the existing natural environment, and the needs of residents, merchants, visitors, owners and tourists.

This manual is intended to provide a more detailed explanation and visual representation of the requirements of the Design Regulations Ordinance.

ARCHITECTURAL STANDARDS



There is strong sentiment shared by the citizens of the Town of St. Joseph to preserve the rural character of the townscape, have development that is economically sustainable for the Town, and meet the purpose of the ordinance, while being sensitive to the diversity of land uses envisioned in the Town of St. Joseph Comprehensive Plan. These architectural standards and guidelines have been formulated to assist in reducing the potential for adverse impacts that shall arise from the uncoordinated construction of development in the Town. Each requirement strives to better integrate both new construction and expansions within the existing landscape and neighborhood context.

SECTION A. GENERAL STANDARDS

SECTION B. ADDITIONAL STANDARDS FOR LARGE & MIXED-USE DEVELOPMENT

SECTION C. EXISTING STRUCTURES

SECTION A. GENERAL STANDARDS



PROMINENT ENTRANCE

INTENT To ensure that building entrances are welcoming and easily identifiable from streets and sidewalks.

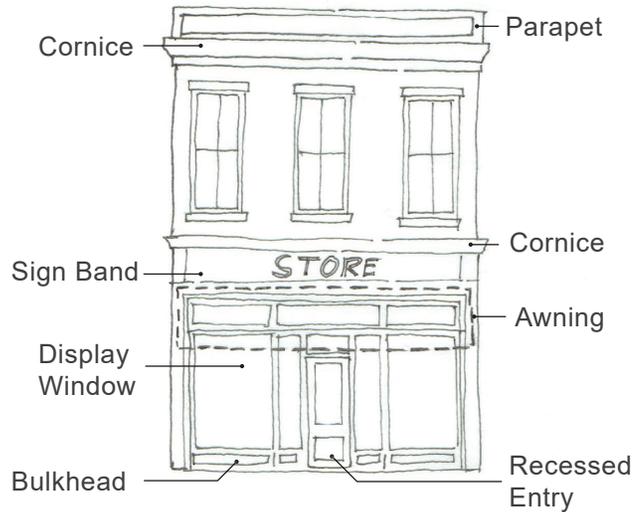
SAMPLE REQUIREMENTS

- ▶ The principal entry for persons to the building shall be marked by at least one element from each of the following groups:

GROUP A	GROUP B	GROUP C
<ul style="list-style-type: none"> • Recess • Overhang • Canopy • Portico • Porch 	<ul style="list-style-type: none"> • Clerestory • Glass window(s) flanking door • Ornamental lighting fixtures • Large entry door(s) 	<ul style="list-style-type: none"> • Stone, masonry, or tile paving in entry • Ornamental building name or address • Pots or planters with flowers • Seating

- ▶ Some form of weather protection shall be provided. This can be combined with the methods used to achieve visual prominence.

Storefront Terms:



MASSING

INTENT To reduce the visual bulk of multi-story buildings and single-story buildings fifteen feet or more in height, and maintain scale by providing a sense of “base”, “middle”, and “top”.

SAMPLE REQUIREMENTS

- ▶ Buildings shall have a distinct “base” at the ground level, using articulation and materials such as stone, masonry, or decorative concrete
- ▶ The “top” of the building shall emphasize a distinct profile or outline with elements such as a projecting parapet, cornice, upper level step back, or pitched roofline.
- ▶ The “middle” of the building shall be made distinct in contrast to the “base” and “top” by change in material or color, windows, balconies, step backs, and signage.



GROUND LEVEL DETAILS

INTENT To enhance the character of the streetscape by requiring the greatest amount of visual interest along the ground level of buildings facing streets.

SAMPLE REQUIREMENTS

- ▶ Ground-floor, street-facing façades of commercial and mixed use buildings shall incorporate at least five of the following elements:
 - *Lighting or hanging baskets supported by ornamental brackets*
 - *Medallions*
 - *Belt courses*
 - *Plinths for columns*
 - *Kick plate for storefront window*
 - *Projecting sills*
 - *Tilework*
 - *Planter box*



SCREENING BLANK WALLS

INTENT To ensure that buildings do not display blank, unattractive walls to the abutting street, public areas, and residential areas.

SAMPLE REQUIREMENTS

- ▶ Walls facing streets visible from public roadways and public areas, or visible from residential areas where windows are not provided shall have at least four of the following architectural elements incorporated into any such ground floor, street-facing façade:
 - *Masonry (but not flat concrete block)*
 - *Concrete or masonry plinth at the base of the wall*
 - *Belt courses of a different texture and color*
 - *Projecting cornice*
 - *Projecting metal canopy*
 - *Decorative tilework*
 - *Trellis containing planting*
 - *Medallions*
 - *Change of paint color*

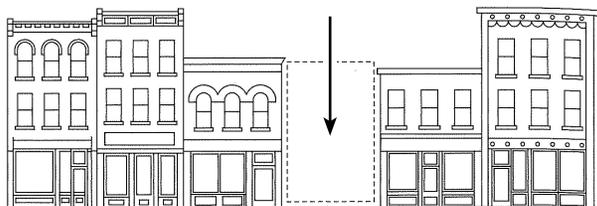
RECOGNIZING HISTORICAL CONTEXT

INTENT To promote building design that is sensitive to the overall character of the Town of St. Joseph. This includes requiring building design that is similar to the historical building design located in the Town.

SAMPLE REQUIREMENTS

- ▶ New intensive development shall incorporate architectural elements that reinforce the established character of the Town of St. Joseph.
- ▶ When rehabilitating existing, historic buildings (Wisconsin Architecture and History Inventory or National Register of Historic Places), property owners shall follow the Secretary of the Interior’s Standards for Rehabilitation and applicable State laws.
- ▶ If a proposed building is not adjacent to other buildings having a desirable architectural character, contextual elements found elsewhere within the area shall be used.

New Façade Fills Opening





SERVICE & UTILITY AREA

INTENT To ensure that accessory buildings, auxiliary structures, mechanical equipment, trash areas, and service areas are designed to follow the theme of the principal structure and are not unsightly.

SAMPLE REQUIREMENTS

- ▶ Service and utility area buildings that require large, bulky components such as warehouses or multi-bay garages shall place these structures as a separate mass in the back behind the main “front-office” building. The main building, even if it is smaller, will help to shield it from view.
- ▶ Parking lots, garage doors, and drive-thru facilities shall be screened, making them out of sight from the street.
- ▶ Service and utility areas shall be located away from the street and concealed from building entrances, pedestrian areas, and adjacent residential buildings.
- ▶ Trash compactors and dumpsters shall be located adjacent to truck loading areas and screened (100%) with the primary exterior materials, or fenced and landscaped with a dense evergreen planting. Other solid waste or materials stored for recycling, such as shipping pallets or bundled cardboard, shall also be enclosed and screened.
- ▶ The screening shall be of a permanent, durable, building material which provides visual masking of the equipment and resembles the construction of the primary building.

SECTION B. ADDITIONAL STANDARDS FOR LARGE & MIXED-USE DEVELOPMENT



CONNECTIONS TO DEVELOPMENT

INTENT To create a network of safe, convenient, and attractive internal linkages for pedestrians and bicyclists between on-site retail and mixed-use development and also between other development and residential areas. Large development consists of development larger than five acres in area.

SAMPLE REQUIREMENTS

- ▶ Pedestrian connections shall be clearly defined in a combination of at least two of the following ways:
 - *A 6-inch vertical curb in combination with a raised sidewalk.*
 - *A trellis, special railing, bollards, and/or other architectural features to visually accent the walkway at key points.*
 - *A continuous landscaped area minimum 3-feet wide on at least one side of the sidewalk, except where sidewalks cross vehicular travel lanes (where sidewalks abut a public right-of-way and/or driving aisles, the landscaped area shall be provided between the sidewalk and the public right-of-way or driving aisle).*
 - *Pedestrian connections shall be reinforced with pedestrian-scale lighting, bollard lighting, accent lighting, or a combination thereof to aid in pedestrians' wayfinding.*
 - *Where landscaped areas are provided, plant material shall include of a mixture of evergreen and deciduous trees and shrubs. No plant material shall be over 20 percent of all plant material to provide year-round color, texture, and/or other special interest. Use of native vegetation such as prairie plants is encouraged. Shrubs shall be maintained at a maximum 3-feet height allowing for good visibility. Ground covers shall be evergreen varieties.*
- ▶ Sidewalks shall include clear sight lines to building entrances and shall not be less than four feet wide.





ORIENTATION TO STREET

INTENT To ensure that buildings and access to buildings add to the liveliness of streets and the overall community character.

SAMPLE REQUIREMENTS

- ▶ Buildings, along with trees and landscaping, shall be predominant. Parking lots and free-standing signs shall be secondary features.
- ▶ Pedestrian access to the building shall be visually and functionally clear and shall offer a convenient alternative to walking through driveway entrances and exits.
- ▶ People traveling along arterial streets shall be able to see storefronts, windows, merchandise, and other aspects of business activity.



SETBACKS

INTENT To ensure the visibility of businesses and establish active, lively uses should be within close proximity to the sidewalk. This includes limiting large parking lots located between buildings and the street.

SAMPLE REQUIREMENTS

- ▶ Commercial buildings shall be set as close as possible to the sidewalk.
- ▶ Portions of buildings shall be set as close as possible to the sidewalk or front-yard property line, which can be accomplished in various ways. For instance, major portions of single buildings shall abut the sidewalk. In multi-building developments, one or more buildings shall be set to the sidewalk.



ENTRANCES TO LARGE DEVELOPMENTS

INTENT To provide a reference point at the end of a block of façades, and to mark intersections and entrances to developments larger than five acres by providing visual interest at their principal entrances to public streets.

SAMPLE REQUIREMENTS

- ▶ Developments that are larger than five acres and are at street intersections shall emphasize this unique aspect with at least two of the following methods:
 - *Placement of the primary entry*
 - *Articulation*
 - *Towers*
 - *Plazas*
 - *Distinctive roof forms*
 - *Other architectural features*
 - *Landscaping*



WEATHER PROTECTION

INTENT To provide weather protection for pedestrians. This allows people to continue to shop, recreate, and take part in their daily lives during inclement weather.

SAMPLE REQUIREMENTS

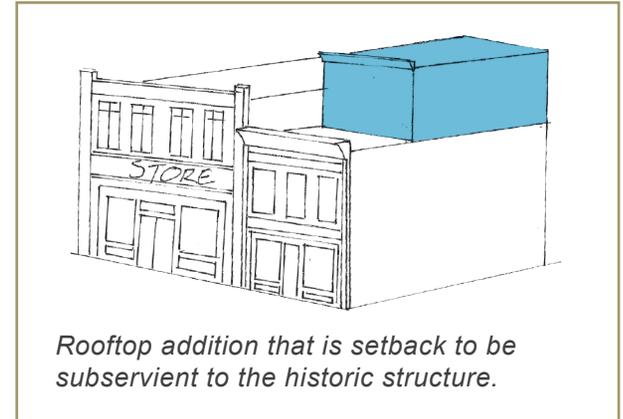
- ▶ Where buildings are immediately abutting a public sidewalk, canopies or awnings shall be provided. The minimum depth of any canopy or awning shall be five feet unless limited by the building code. The vertical dimension between the underside of a canopy or awning and the sidewalk shall be at least eight feet and no more than 12 feet.
- ▶ Weather protection for pedestrians can be combined with the method used to achieve visual prominence at entrances.

ROOFLINE & ROOFTOP EQUIPMENT

INTENT To ensure that rooflines present a distinct profile and good appearance for the building and express the neighborhood character. To screen views of rooftop mechanical and communications equipment where visible from the street level.

SAMPLE REQUIREMENTS

- ▶ Buildings shall include extended parapets and projecting cornices to create a prominent edge when viewed against the sky. Sloping roof elements are allowed but not required, as long as the massing general design standards are met.
- ▶ Mechanical equipment shall be screened by extended parapet walls or other roof forms that are integrated with the architecture of the building.
- ▶ Communication equipment shall be blended in with the design of the roofs, rather than being merely attached to the roof deck.
- ▶ Rooftop mechanical equipment on buildings shall be screened 100 percent from public view, as measured from grade elevation and from a minimum distance of 500 feet from the building, regardless of grade. Each plan (including remodeling existing buildings) will be reviewed individually based on location, finished grade elevation and the surrounding terrain to determine the view of rooftop mechanical equipment.



ROOF PITCH (MIN/MAX)

INTENT To maintain the scale and character, and to reduce visual bulk.

SAMPLE REQUIREMENTS

- ▶ Pitched roof forms shall have slopes between 4:12 and 12:12.
- ▶ Roof mounted mechanical equipment located on the exterior of the roof shall be located within wells or pockets to preserve the visible rooflines. The mechanical well floor would not be subject to the slope requirement. However, in no event shall such roof mounted equipment project above the building's roof line.
- ▶ Dormers shall be used to break up long lengths of roof.





DRIVE-THRU BUSINESSES

INTENT To reduce the impact of car-oriented drive-thru businesses on pedestrian and bicycle activity and to reduce the visual impact of such businesses on adjacent properties and the street.

SAMPLE REQUIREMENTS

- ▶ When the drive-thru window or stacking space/lane is located on the street side of a building, screening shall be required between the driving lane/drive-thru window and the street.
- ▶ If possible, areas adjacent to drive-thru stacking spaces and lanes shall be landscaped with vegetation.





ARTICULATION OF WALLS & WINDOWS

INTENT To provide visual variety along the street façade and have human-scale design. Design shall help create a lively and active street face.

SAMPLE REQUIREMENTS

► Buildings shall include articulation along the façades facing and visible from public rights-of-way. Flat blank walls are not allowed.

► All horizontal façades longer than 30 ft. shall be articulated into smaller units, reminiscent of the residential scale. At least two of the following methods shall be included:

- *Distinctive roof forms*
- *Changes in materials*
- *Window patterns*
- *Color differentiation*
- *Recesses / offsets*

► With buildings that require or normally have windows, windows shall be provided in façades facing streets, comprising at least 20% of the façade area. Sliding glass doors can be used to help meet this requirement where appropriate.

► Windows shall have visually prominent trim, at least 3” in width.

► A variety of window sizes and shapes that contribute to overall composition are required.

► At least one of the following decorative window features are required:

- *Arched window*
- *Mullions*
- *Awnings*
- *Flower box*





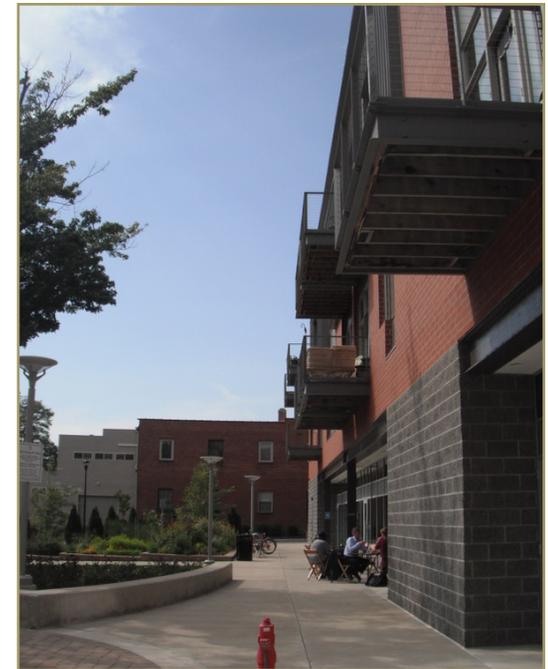
BACKSIDES OF BUILDINGS

INTENT To ensure that all sides of a building have visual interest.

SAMPLE REQUIREMENTS

► Any side of the building visible from a street, public open space, or alley shall be given architectural treatment using at least two of the following:

- *Visible rooflines*
- *Windows*
- *Secondary entrances*
- *Balconies*
- *Architectural details mentioned under “Ground Level Details”*
- *Awnings*



SITE ORGANIZATION & LAYOUT STANDARDS

The purpose of this section is to give developers, property owners, and other applicants requirements of what is an acceptable layout for intensive development in the Town of St. Joseph. These site organization and layout standards have been formulated to assist in reducing the potential for adverse impacts that could arise from the uncoordinated construction of development. Each requirement strives to better integrate both new construction and building alterations into the context of the existing landscape and neighborhood. In addition, the purpose of these standards is to avoid the linear appearance portrayed by some strip malls. The Town's desired type of street system moves traffic relatively equitably among all the streets, gives drivers alternative routes to reach their destinations, and establishes a sense of community by connecting community focal points. These site organization and layout standards are in addition to applicable County and Town subdivision and zoning standards.

SECTION A. GENERAL STANDARDS

SECTION A. TRANSPORTATION, BICYCLE, & PEDESTRIAN STANDARDS

SECTION C. PARKING LOTS

SECTION D. LANDSCAPING

SECTION E. LIGHTING

SECTION A. GENERAL STANDARDS



STYLE

INTENT To ensure that development in the Town is created at human-scale and is safe and accessible for pedestrians, bicyclists, and motorists. Intensive development in the Town shall be designed to create a sense of place, enhance community and social interaction, and complement adjacent properties, no matter the adjacent use.

SAMPLE REQUIREMENTS

- ▶ Intensive development shall be laid out to encourage walking, biking, and use of public transportation, in addition to use of the car.
- ▶ Intensive development shall be located in areas as defined by the Town's Comprehensive Plan.
- ▶ Multiple structures on the same site shall be clustered to form an enclosure of outdoor space, thereby creating a greater "sense of place" within the development. Common sitting areas and sidewalks are required inside the established space.
- ▶ Interconnected streets shall be laid out as a grid or modified grid.



LOTS & SETBACKS

INTENT To ensure that all development in the Town is built to a human scale and is sensitive to and promotes pedestrians and bicyclists.

SAMPLE REQUIREMENTS

- ▶ There are no required minimum building setbacks from the right-of-way for intensive development under this Chapter. Intensive development shall not be set back from the right-of-way in a manner that reduces safe and accessible connectivity for pedestrians and bicyclists. Topography, lot configuration, and other factors shall cause the Plan Commission to exercise some discretion with this standard.

SECTION B. TRANSPORTATION, BICYCLE, & PEDESTRIAN FACILITIES



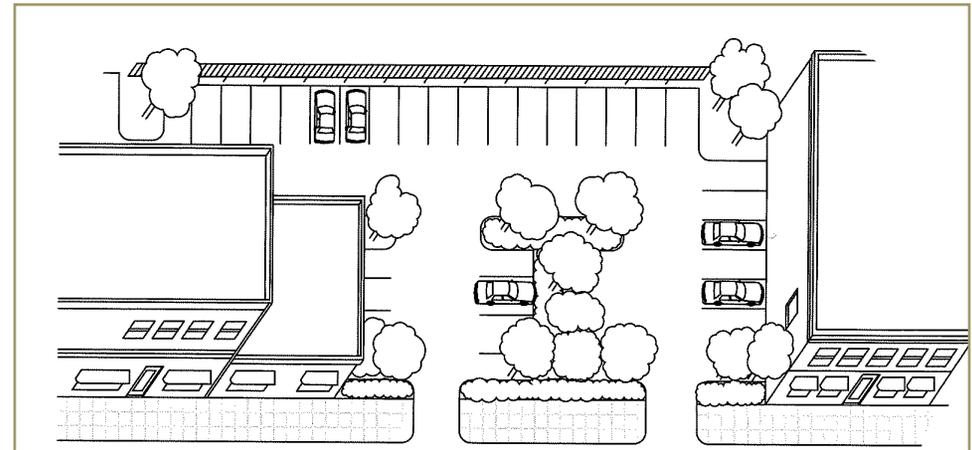
GENERAL REQUIREMENTS

INTENT This section is intended to give applicants a sense of what they need to consider within their proposals related to roadways, sidewalks, alleys, and other common landscaped areas. Where applicable, all new developments shall provide bicycle and pedestrian trails and paths that connect to the existing loop trail identified in the Town's Comprehensive Plan.

SAMPLE REQUIREMENTS

- ▶ Use setbacks, curb cuts, landscaping and signage controls to raise the visual quality of the town and provide safe and efficient traffic movement.
- ▶ Provide cross-access between properties and joint access to roads to minimize disruption of highway traffic, especially where land uses are similar or compatible.
- ▶ Development shall create a sense of community by providing pedestrian, bicycle, and vehicular links to nearby neighborhoods, parks, schools, and other public destinations.
- ▶ Development shall have a limited number of driveway access points, a safe vehicular and pedestrian circulation system, and provide clearly defined points of entry and exit into a site.
- ▶ Developers shall include a comprehensive pedestrian pathway system within a site and between adjacent sites, linking all buildings, parking areas, and green spaces. This network shall also connect to any nearby pedestrian pathways when applicable.
- ▶ Bike paths and pedestrian walkways shall connect buildings, parking lots, entrances/exits to adjacent developments and existing/future bikeways, paths and trails where possible. Pathways that provide dual usage for bikes and pedestrians are required where allowable.

SECTION C. PARKING & PARKING LOTS



GENERAL REQUIREMENTS

INTENT The primary purpose of off-street parking and loading requirements is to reduce traffic and congestion and to minimize hazards by providing for adequate and sufficient parking, loading, and unloading of motor vehicles outside public rights-of-way. The secondary purpose is to minimize potential land-use conflicts with neighboring uses.



SAMPLE REQUIREMENTS

- ▶ Landscaping features shall be included in all site designs, and planting of large trees and shrubs shall be the first step in the construction plan excluding landscaping contained inside the construction envelope. A landscaping plan with a planting schedule will be a requirement for any site plan.
- ▶ Parking lots shall be behind, below, or between structures and away from highways. Shared and interconnected parking lots are encouraged.
- ▶ Communal access roads and parking lot entrances shall be used where possible.
- ▶ No parking shall be allowed on access roads. Drive-through businesses such as banks or restaurants shall have car stacking areas limited to the rear and sides of the building, and avoid layouts which cause the crossing of traffic patterns between car stacking and parking areas and driveway entrances. Clear signage and striping shall be provided for safe and efficient traffic movement.



MIXED-USE REQUIREMENTS

INTENT In Mixed-use development, controlling the location, orientation, and appearance of garages, parking lots, and off-street parking spaces is critical for creating a sense of community and a walkable neighborhood.

SAMPLE REQUIREMENTS

- ▶ Off-street parking areas shall be located to the side and/or rear of non-residential buildings, unless there is an additional and larger building on the lot between the proposed parking/ building and the primary, public street.
- ▶ Off-street parking shall be visually screened from existing and proposed streets by hedges, walls, buffer plantings, or similar site elements. The visual screening should be between two feet and four feet high unless safety reasons prevent it from being within this range.
- ▶ Garage doors in non-residential buildings shall not face any existing or proposed street.
- ▶ Non-residential parking lots shall be set back at least ten feet from residential lots within the mixed-use development and at least ten feet from street rights-of-way.



MULTI-FAMILY RESIDENTIAL

INTENT To retain a historic village character. Garages shall not be dominant features from the street.

SAMPLE REQUIREMENTS

- ▶ Multi-family housing is only allowed to have side-loaded garages, front-loaded garages set back at least 10 feet from the front façade, garages in the rear of homes, or garages that are accessed from alleys.
- ▶ Parking for townhouses can be arranged a variety of ways. On end units, the parking shall be to the side or rear. Side loaded garages are permitted. For interior units, parking garages may face the street but shall comprise no more than 30% of the total area of the front façade elevation.
- ▶ For apartment buildings, off-street parking shall be located to the side or rear of the building.





BICYCLE PARKING

INTENT Provide accessible and high-quality bicycle parking.

SAMPLE REQUIREMENTS

- ▶ All parking lots containing fewer than 20 parking spaces shall provide adequate bike parking for at least four bicycles.
- ▶ Parking lots containing more than 20 parking spaces shall provide adequate bike parking for at least four bicycles, plus room to accommodate two additional bicycles for each additional ten spaces in the lot. No more than 50 bicycle parking spaces shall be required.
- ▶ Bicycle racks shall be placed within 50 feet of the primary entrance of the building they are intended to serve.

SECTION D. LANDSCAPING



GENERAL REQUIREMENTS

INTENT To develop a landscaping plan that enhances the overall aesthetics of the project; to retain as much natural landscaping as possible; to preserve the rural characteristics of the town; and, when developing and creating new landscaped areas, to reduce the impact on adjacent neighbors and the view from the roadway.

Special emphasis shall be placed on landscaping that reinforces views along the roads and brings about consistency along the roadways in the Town's primary business districts. It is the intent of the town to preserve environmentally sensitive or significant natural areas, including woodlands and wetlands, with respect to specific site development to retain and incorporate, as far as practical, substantial stands of healthy, disease-free vegetation into the landscape development.

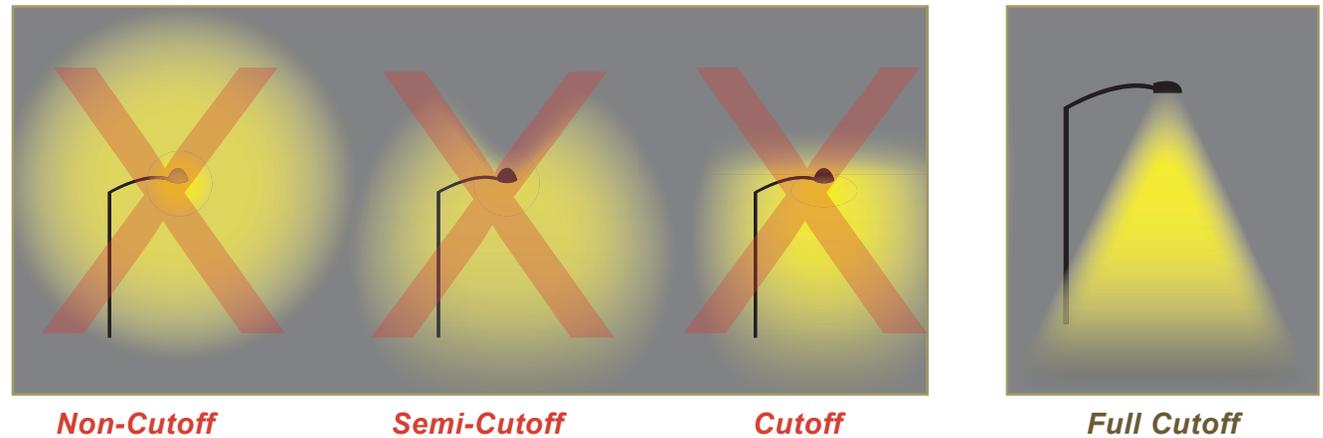
SAMPLE REQUIREMENTS

- ▶ Trees or hedges between the road and the development or sidewalk shall provide natural screening of intensive development. For retail establishments, a roadway view of the business is encouraged.
- ▶ Invasive species are not allowed. At least 25% of the proposed landscape vegetation shall be native vegetation. Salt-resistant plants are required near roadways or parking areas.
- ▶ Non-retail businesses, such as wholesale or distribution centers, not dependent on public view of the facility, shall utilize berms and natural or landscaped screening. Developers must be cognizant of all state regulations related to storm water issues and concerns when creating berms.
- ▶ Landscaped buffer zones shall be maintained or created to separate intensive development from residential areas or to create a pleasant transition between site elements. This can include an arrangement of trees, shrubs, and other landscaping that shall constitute a visual softening between intensive development and non-intensive development.
- ▶ Credit for the retention of existing healthy, disease free vegetation which is desirable and acceptable may be given by the Plan Commission to satisfy requirements of landscaping guidelines.

SECTION E. LIGHTING



FOUR TYPES OF CUTOFF CLASSIFICATIONS AS DEFINED BY THE ILLUMINATING ENGINEERING SOCIETY (IES)



GENERAL REQUIREMENTS

INTENT Ensure the use of high-quality, energy-efficient, and appropriate outdoor lighting while avoiding undesirable side effects including glare, sky glow, and light trespass onto adjacent properties. Lighting fixtures shall add to the character of the building, improve the business image, safety and security, and enliven the street. Fixtures and their illumination qualities shall complement and enhance the architectural character of buildings and surrounding area. Lighting provides adequate light for the intended task but never over illuminates.

SAMPLE REQUIREMENTS

- ▶ Full downward cutoff luminaires or recessed lighting fixtures shall be used and the source of illumination shall not be visible.
- ▶ Luminaires shall be aimed away from, and/or include shields that prevent the light source from being visible from, adjacent properties or roadways.
- ▶ Floodlights and spotlights are not permitted for general lighting purposes.
- ▶ All perimeter security lighting shall be shielded and aimed so that illumination is directed only to the intended area and not cast on other areas or adjacent properties or roads.

APPLICABILITY TO EXISTING DEVELOPMENT



The purpose of this section is to give developers, property owners, and other applicants an idea of what is an acceptable layout for expanding intensive development in the Town of St. Joseph. These standards have been formulated to assist in making sure that expansion of existing development is done in a way that follows the design requirements of the Town and meets the purpose of previous sections.

SECTION A. GENERAL STANDARDS



SECTION A. GENERAL STANDARDS



New buildings should utilize similar orientation, setbacks, scale, height, massing, fenestration, and form as adjacent buildings.



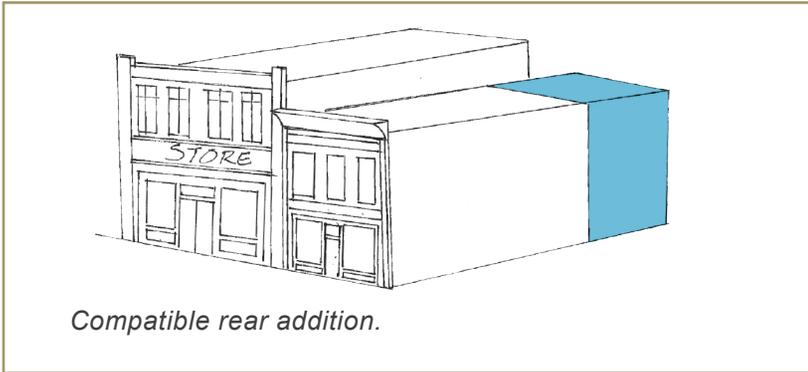
GENERAL REQUIREMENTS

INTENT To ensure that when existing buildings and their accessory uses are expanded that the new development meets the purposes of previous sections.

SAMPLE REQUIREMENTS

- ▶ If a new building is constructed on a parcel to expand the business's capacity, the building shall conform to these architectural standards. If an existing building is increased in size by more than 40% of the existing building's square footage, the building shall conform to the appropriate standards.
- ▶ If normal repairs are being made to existing lighting fixtures, modifications to conform to this standard are not required. If an additional section of parking for more than 10 cars is created, new lighting that is added shall conform to the lighting standards. In any case, where new fixtures are added, the lighting standards shall apply.
- ▶ If additional adjoining property is added to a business parcel, any additional parking lots, buildings, screening, landscaping, etc. shall be subject to these standards.

SECTION B. EXISTING STRUCTURES



Compatible rear addition.

GENERAL REQUIREMENTS

INTENT To ensure additions and renovations are consistent with original architectural style where desired. Updating, renovation, and expansion of existing buildings shall be done in a manner compatible with the subject building's architectural style. Alterations to an existing structure which are inappropriate to the age and style of the building, or incompatible with the designs of surrounding buildings are not allowed.

SAMPLE REQUIREMENTS

► When rehabilitating existing, historic buildings (Wisconsin Architecture and History Inventory or National Register of Historic Places), property owners shall follow the Secretary of the Interior's: Standards for Rehabilitation and applicable State laws.

- *If original details and ornamentation are intact, they shall be retained and preserved.*
- *If original details are presently covered, they shall be exposed and/or repaired.*
- *If original details are missing, parts shall be replaced to match the original in appearance.*
- *Remaining pieces or old photos should be used as a guide.*

- Designs shall include architectural detailing that complement the significant surrounding buildings and neighborhoods through quality materials, building details and craftsmanship.
- Additions to existing structures shall take into account the entire building to create a cohesive building design that enhances the most significant architectural features of the building.
- When altering an existing building, replacements (windows, doors, cladding, etc.) shall match, to the greatest extent practical, original details with respect to size, style, and configuration.



DESIGN REVIEW PROCESS



The purpose of this section is to create a design review process that is valuable and beneficial to developers, property owners, and other applicants. This process has been created to reduce confusion and provide a tool to allow the Town to inform applicants of the requirements prior to any initial work on projects.

DESIGN REVIEW PROCESS

A. INITIAL CONSULTATION

All potential applicants shall meet with the Town Plan Commission. This meeting will allow the Town Plan Commission to review this ordinance, checklist, and application with the potential project. An initial consultation meeting will prove helpful before the design is fully developed, which will assure the approval process is smooth and timely. There is no fee for the initial consultation.

B. APPLICATION SUBMITTAL

The applicant shall submit a completed design and site plan review application, checklist, development design, and appropriate fee to the Town Clerk/Treasurer. The fee shall be established by the Town Board. A waiver application may also be submitted at this time, if necessary.

C. PRELIMINARY REVIEW

The applicant shall have a meeting with the Town Plan Commission for a preliminary review of the proposed development. The Town Plan Commission will recommend to the applicant if any additional information is needed for the application to proceed. Once such information is provided, the application will be placed on the Town Plan Commission agenda for a decision on the Plan Commission's recommendation regarding the application to the Town Board.

D. PLAN COMMISSION REVIEW AND DECISION

The applicant shall attend the Town Plan Commission and present their application to the Town Plan Commission. The Town Plan Commission will review and will recommend the application to the Town Board for final approval, approval with conditions, or denial. Once approved by the Town Plan Commission, the application shall proceed to the next possible Town Board meeting.

AERIAL MAP - TOWN OF ST. JOSEPH

