



VILLAGE OF MOUNT HOREB

E. Main Street

Mount Horeb, WI 53572

Phone: (608) 437-6884 Fax: (608) 437-3190

Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

PLAN COMMISSION/HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, November 16, 2022 at 7:00 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
 - a. Roll Call
- 2) Agenda Items
 - a. Consider September 28, 2022 meeting minutes
 - b. Public Hearing: Conditional Use Permit Application from Schultz Property Investment, 407 E Main Street to allow Commercial Lodging Facility in PB-Planned Business Zoning.
 - c. Recommendation on Resolution 2022-19 Conditional Use Permit Application 407 E Main Street, Schultz Property Investment
 - d. Public Hearing: Conditional Use Permit Application from William Booth, 132 E Main Street for a martial arts studio in CB-Central Business Zoning.
 - e. Recommendation on Resolution 2022-20 Conditional Use Permit Application, 132 E Main Street, William Booth
 - f. Consideration of Sign Permit Application: Spellerific 106 1/2 E Main Street
 - g. Consider Design Review Application Viking Plaza, 1260 Springdale Street
 - h. Plan Commission Chair Report
 - i. Village Planner Report
 - j. Building Report
- 3) Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404.

PLAN COMMISSION/HISTORIC PRESERVATION COMMISSION
WEDNESDAY, SEPTEMBER 28, 2022

The Plan Commission/Historic Preservation Commission met on the above date in the Board Room of the Municipal Building, 138 East Main Street, Mount Horeb, WI. Chair Randy Littel called the meeting to order at 7:00pm. Present were Commissioners, Sarah Best, Nate Gauger, Andrew Kidd, Norb Scribner, Destinee Udelhoven. Peggy Zalucha was absent. Also present were Village Administrator Nic Owen, Village Planner Ben Rohr and Assistant Clerk Jean Culberson.

Consider May 25th, 2022 Plan Commission meeting minutes

Gauger motioned to approve the minutes, Best seconded and the motion carried by unanimous voice vote.

Consideration of Application for a Certified Survey Map in the Extraterritorial Area in the Town of Blue Mounds: Life Church 2770 Brandywien Trail

Owen gave an overview and informed of an electric easement which was reviewed by the Village Engineer. Udelhoven questioned annexation and Owen replied no request at this time. Udelhoven motioned to approve the CSM, Scribner seconded and the motion carried by unanimous voice vote.

Consideration of Sign Application (Color): Mount Horeb Pharmacy, 203 West Main

Owen explained the red color was not in the downtown color palette. The Board discussed the comparison to the Viking theme and the reference to the Rookwood Red color in the palette. Allie Novitske from Sign Art confirmed the Viking theme and the red as the accent theme with white as the overall color. Best motioned to approve the sign color, Kidd seconded and the motion carried by unanimous voice vote.

Presentation on Encore Windflower Village Amenity Plan

Cari Wuebben, representative for Windflower, gave an overview on the amenities which included: the smokeless firepit, concrete pad and the proposed gazebo updated to a park pavilion for larger community gatherings. The Board discussed past approval and the kitchen amenity. Wuebben informed of requests received not to compete with surrounding businesses and encouraging the residents to express what they want. Final colors and lighting will be selected at a future date. Rohr recommended shield lighting. Informational discussion only.

ETZ update Owen informed of future meetings and discussions. No update at this time.

Plan Commission Chair report: No report.

Village Planner report: Rohr informed of a free Plan Commission Training 101 with Capital Area Regional Planning Commission and the launching of the Dane County Regional Housing Strategy meetings.

Adjourn: Scribner motioned and Gauger seconded to adjourn the meeting at 7:20 pm. Motion carried by unanimous voice vote.

Minutes by Jean Culberson, Assistant Clerk



AGENDA ITEM REPORT

MEETING DATE

November 16, 2022

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.b

Public Hearing: Conditional Use Permit Application from Schultz Property Investment, 407 E Main Street to allow Commercial Lodging Facility in PB-Planned Business Zoning.

BACKGROUND

The commission will hear from the applicant and take public comment on the application.

RECOMMENDATION

ATTACHMENTS

1. 407 E Main CUP application & code



Village of Mount Horeb Zoning Department
138 E Main Street
Mount Horeb, WI 53572
Phone (608) 437-6884/Fax (608) 437-3190
mhinfo@mounthorebwi.info www.mounthorebwi.info

ZONING AMENDMENT AND CONDITIONAL USE PERMIT APPLICATION

The undersigned owner (agent) of the property described below requests to:

☒ be granted the following specific conditional use:

Vacation Rental - Airbnb & Vrbo
Salon in front / rental in rear of house

☐ amend the Mount Horeb Zoning Ordinance as follows:

Applicant

Name: Schultz Property Investment
Address: 9255 Kellersvig Rd. Mt. Horeb WI 53572
Phone: 608 445-9080 Email: melolsonzmk@yahoo.com

1) Address of property:

407 East Main St. Mt. Horeb WI 53572
Tax Parcel ID Number: 157/0606-123-0859-1 CSM#: _____
Lot: 9 Block: 12 Subdivision: Carl Beck's Addition
Zoning (circle one): R1 R2 R3 R4 PO NB PB CB P1 I1 I2 A1 CO1 PD1

2) Attach a plan, survey, map, or plat identifying the property under consideration

3) Application and plans must be submitted at least 10 days prior to the Plan Commission meeting (meeting held on the 4th Wednesday of each month) for the initial presentation.

Applicant's interest in the property: Owner

Signature: [Signature] Date: 10-17-22

Fee amount: \$ 150.00 Date paid: 10/17/22 Receipt #: _____

Plan Commission recommendation date: _____ Village Board approval date: _____

Conditions: _____

APPLICATION AND FEES

- (1) **GENERAL.** Application for a zoning ordinance amendment or a conditional use permit, or an application to amend the regulations of an ordinance, will be made on the attached form by or on behalf of the owner(s) of the property. With the exception of a change to Planned Development zoning (see (a) below) each application must be accompanied with a \$150 fee payable to the Village.
- (a) **PLANNED DEVELOPMENT DISTRICT FEES:** Each application to amend the zoning ordinance to create a planned development district, or an application for a conditional use permit in a planned development district, shall be accompanied by a \$200 fee.
- (b) **PROFESSIONAL FEES.** In addition to the above fees, applicant will reimburse the Village for required publication fees and professional consultant fees such as engineering, planning, and legal review, incurred by the Village in connection with the application.
- (2) **REAPPLICATION.**
- (a) If a property owner or applicant withdraws a zoning ordinance amendment application or conditional use permit application after the Plan Commission has moved to recommend that the Village Board deny such application, or to recommend that such application be approved but with modifications, restrictions, or conditions, no subsequent application for the same zoning ordinance amendment or conditional use permit will be considered for a period of one year following the Plan Commission recommendation.
- (b) Following the denial of an application for a zoning ordinance amendment or conditional use permit, the property owner or applicant may not reapply for the same zoning ordinance amendment or conditional use permit for a period of one year from the date the prior application was denied by the Village Board.
- (c) Subparagraphs (a) and (b) above notwithstanding, a property owner or other applicant may reapply for the same zoning ordinance amendment or conditional use permit within the prohibited one-year period if a majority of the Village Board first determines that circumstances or conditions have changed which would warrant a reconsideration of the matter.

VALIDITY OF CONDITIONAL USE PERMIT

Approval of a conditional use permit will be void within twelve (12) months of approval unless the use is commenced or the current owner possesses a valid building permit under which construction is commenced within six (6) months of the date of the building permit issuance. The Board may extend such permit for justifiable cause, if application is made to the Village Board before said permit expires.

17.625 - TOURIST ROOMING HOUSE.

- (1) DEFINITIONS. The following terms, whenever they occur in this Chapter 17, are defined as follows:
 - (a) Tourist or transient means a person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business or employment.
 - (b) Tourist rooming house means any lodging place or tourist cabin or cottage where sleeping accommodations are offered for pay to tourists or transients. "Tourist rooming house" does not include: A private boarding or rooming house, ordinarily conducted as such, not accommodating tourists or transients; a hotel; or bed and breakfast establishments.
- (2) CONDITIONAL USE PERMIT REQUIRED. No person may operate a tourist rooming house without a conditional use permit.
- (3) APPLICATION PROCESS. Applications for a tourist rooming house conditional use permit shall be submitted and reviewed in accordance with Sections 17.53 through 17.56 of these Ordinances. Additionally, the application shall include:
 - (a) A copy of the proposed Operational Rules described in subsection 17.625(4)(a)10.
 - (b) Proof that the applicant meets the requirements of subsection 17.625(4)(a) below.
- (4) MINIMUM CONDITIONS.
 - (a) In addition to the standards set forth in Section 17.57, no application for a conditional use permit to operate a tourist rooming house shall be recommended for approval by the Plan Commission, or granted by the Village Board, unless all of the following conditions are present:
 1. A tourist rooming house license. The applicant has a tourist rooming house license issued by the State of Wisconsin under §97.605, Wis. Stats., or any successor statute. (The Conditional Use Permit may be conditionally granted upon pending issuance of the State license but shall not take effect until the State license is granted.)
 2. Sales tax. The applicant has a Wisconsin Department of Revenue Sales Tax Number.
 3. Occupancy. Occupancy of the tourist rooming house is limited to the maximum occupancy provided in Wis. Admin. Code § ATCP 72.14(2)(b). In no case shall the tourist rooming house have more than 2 occupants per bedroom.
 4. Insurance. The applicant has insurance against claims of personal injury and property damage for tourist rooming house or short-term property rentals.
 5. Local contact. The tourist rooming house will be operated by a local contact person who will be within 30 miles of the tourist rooming house when it is used by tourist or transient.
 6. If the tourist or transient brings equipment and/or vehicles to the tourist rooming house on trailers, the equipment and/or vehicles shall be stored/parked on the trailers while at the tourist rooming house.
 7. There shall be no outdoor storage by the tourist or transient at the tourist rooming house.
 8. The tourist rooming house must be rented for a minimum of 2 consecutive days by each guest.
 9. The tourist room housing shall at all times comply with the Village Room Tax Ordinance (Section 3.10) and timely payments shall be made to the Village under Section 3.10, whether by the lodging marketplace or the owner of the short-term rental, as those terms are defined in Section 3.10.
 10. Operational rules. Each tourist rooming house shall have a set of operational rules provided to occupants providing at least the following information:

- i) Contact information for local emergency services and contact information for the local contact person.
 - ii) The occupancy limits of the tourist rooming house.
 - iii) A map showing the property lines.
 - iv) Garbage collection procedures and times.
 - v) All parking is limited to one vehicle per sleeping room of the tourist rooming house and street parking is not permitted. Exceptions to the parking restrictions may be made by the Plan Commission, at its discretion, when the conditional use permit is issued based on the applicant's circumstances.
 - vi) Quiet hours must be kept from 10:00 p.m. to 7:00 am.
 - vii) Pets, if allowed, must be restricted to the property.
- (b) In addition to the standards set forth in Section 17.57, the Plan Commission and the Village Board, may consider all of the following in reviewing a tourist rooming house conditional use permit application:
- 1. Past and present compliance with federal, State, and local laws and ordinances.
 - 2. Past and present compliance with room and sales tax requirements.
 - 3. Property conditions including noise, traffic and parking, garbage or refuse complaints, condition complaints, and general care and maintenance and other matters that may be deemed a nuisance to neighboring properties.
 - 4. Excessive response required from law enforcement related to the tourist rooming house.
- (c) In addition to the considerations outlined in Section 17.62, the Village Administrator, his or her designee, the Plan Commission and the Village Board shall consider compliance with subsections 17.625(4)(a) and 17.625(4)(b) in resolving complaints regarding a tourist rooming house conditional use permit and in considering amending, further conditioning, or revoking a tourist rooming house conditional use permit as provided in Section 17.62.
- (5) Notwithstanding subsection 17.60(b), a conditional use permit to operate a tourist rooming house shall not be transferable.
- (6) Notwithstanding Section 17.142, noise created by a tourist or a transient shall be considered noise directly under the control of the holder of the tourist rooming house conditional use permit.
- (7) Operating a tourist rooming house without a conditional use permit as required by this Ordinance is subject to a penalty of \$250 per day.



AGENDA ITEM REPORT

MEETING DATE

November 16, 2022

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.c

Recommendation on Resolution 2022-19 Conditional Use Permit Application 407 E Main Street, Schultz Property Investment

BACKGROUND

Applicant would like to use the back half of their building as an Airbnb. Commercial lodging is a conditional use in the PB-Planned Business Zoning District.

RECOMMENDATION

Consistent with zoning, recommended approval.

ATTACHMENTS

1. reso 2022-19 CUP Schultz tourist rooms

RESOLUTION 2019-07

CONDITIONAL USE PERMIT TO ALLOW TOURIST ROOMING HOUSE 407 E MAIN STREET

WHEREAS, Schultz Property Investment is the property owner of 407 E Main Street in the Village of Mount Horeb, further described as parcel 157/0606-123-0859-1; and

WHEREAS, said property is currently zoned PB Planned Business District in which the desired accessory use as a tourist rooming house is not a permitted use but rather an allowable conditional use per Zoning Code 17.625; and

WHEREAS, an application for a Conditional Use Permit to allow the aforesaid desired use has been filed with the Village of Mount Horeb by Schultz Property Investment; and

WHEREAS, the matter was the subject of a public hearing before the Plan Commission/Historic Preservation Commission on November 16, 2022 after due notice thereof as required by law; and

WHEREAS, after due consideration and being fully advised in the premises, the Board of Trustees of the Village of Mount Horeb deems it to be in the best interest of the general public to allow the desired use of said property, as hereinafter set forth, as a conditional use.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Mount Horeb, Dane County, Wisconsin, that upon meeting and abiding by all conditions per 17.625, a Conditional Use Permit for a proposed tourist rooming house for the above referenced property in the Village of Mount Horeb, Dane County, Wisconsin is hereby granted. This Conditional Use Permit to operate the tourist rooming house at 407 E Main Street is not transferable.

Introduced and passed this 7th day of December 2022.

Randy J Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

November 16, 2022

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.d

Public Hearing: Conditional Use Permit Application from William Booth, 132 E Main Street for a martial arts studio in CB-Central Business Zoning.

BACKGROUND

Applicant is moving from their existing Main Street location to the 2nd Floor of 132 E Main Street. Applicant had CUP approval at their prior location.

RECOMMENDATION

ATTACHMENTS

1. 132 E Main CUP Martial Arts
2. reso 2022-20 CUP 132 E Main Booth Martial Arts Studio



Village of Mount Horeb Zoning Department
138 E Main Street
Mount Horeb, WI 53572
Phone (608) 437-6884/Fax (608) 437-3190
mhinfo@mounthorebwi.info www.mounthorebwi.info

ZONING AMENDMENT AND CONDITIONAL USE PERMIT APPLICATION

The undersigned owner (agent) of the property described below requests to:

☒ be granted the following specific conditional use: Indoor Commercial
Entertainment / Martial Arts Studio / hours 5:00 PM -
9 PM Monday Through Friday Saturdays 8:00 - 2:00

☐ amend the Mount Horeb Zoning Ordinance as follows: _____

Applicant

Name: William Booth
Address: 3010 CTY Rd F Barneveld, WI 53507
Phone: 608-235-2253 Email: wama.mh2@gmail.com

1) Address of property: 132 E. Main St. Upstairs
Tax Parcel ID Number: 157/ CSM#: _____
Lot: _____ Block: _____ Subdivision: _____
Zoning (circle one): R1 R2 R3 R4 PO NB PB CB P1 I1 I2 A1 CO1 PD1

2) Attach a plan, survey, map, or plat identifying the property under consideration

3) Application and plans must be submitted at least 10 days prior to the Plan Commission meeting (meeting held on the 4th Wednesday of each month) for the initial presentation.

Applicant's interest in the property: possible Renter

Signature: William Booth Date: 10-9-22

Fee amount: \$ 150.00 Date paid: 10/10/22 Receipt #: 1340

Plan Commission recommendation date: _____ Village Board approval date: _____

Conditions: _____

Present location - upstairs



Proposed location - upstairs



RESOLUTION 2022-20

CONDITIONAL USE PERMIT TO ALLOW INDOOR COMMERCIAL ENTERTAINMENT AT 132 E MAIN STREET

WHEREAS, Zytron Development are the property owners of 132 E Main Street, Mount Horeb, Wisconsin, further described as parcel 0606-123-2299-5; and

WHEREAS, said property is currently zoned CB Central Business District in which the desired use as a martial arts studio is not a permitted use but rather an allowable conditional use per 17.43(2)(b) Central Business District and 17.20(4)(h) Commercial Land Use; and

WHEREAS, an application for a Conditional Use Permit to allow the aforesaid desired use has been filed with the Village of Mount Horeb by William Booth; and

WHEREAS, the matter was the subject of a public hearing before the Plan Commission/Historic Preservation Commission on November 16, 2022, after due notice as required by law, and the Plan Commission/Historic Preservation Commission is recommending approval of the Conditional Use; and

WHEREAS, the proposed use is consistent with the Comprehensive Plan; and

WHEREAS, after due consideration, the Board of Trustees of the Village of Mount Horeb deems it to be in the best interest of the general public to allow the desired use of said property as a Conditional Use.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Mount Horeb, Dane County, Wisconsin, that a Conditional Use Permit for Indoor Commercial Entertainment at 132 E Main Street for a martial arts studio per 17.43(2)(b) Central Business District, and 17.20(4)(h) Commercial Land Use be hereby granted.

Introduced and passed this 7th day of December 2022.

Randy J Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

November 16, 2022

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.e

Recommendation on Resolution 2022-20 Conditional Use Permit Application, 132 E Main Street, William Booth

BACKGROUND

Booth is requesting CUP approval to move his martial arts studio to 132 E Main Street. Booth had a previous CUP for his studio in a different building in the downtown.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. reso 2022-20 CUP 132 E Main Booth Martial Arts Studio

RESOLUTION 2022-20

CONDITIONAL USE PERMIT TO ALLOW INDOOR COMMERCIAL ENTERTAINMENT AT 132 E MAIN STREET

WHEREAS, Zytron Development are the property owners of 132 E Main Street, Mount Horeb, Wisconsin, further described as parcel 0606-123-2299-5; and

WHEREAS, said property is currently zoned CB Central Business District in which the desired use as a martial arts studio is not a permitted use but rather an allowable conditional use per 17.43(2)(b) Central Business District and 17.20(4)(h) Commercial Land Use; and

WHEREAS, an application for a Conditional Use Permit to allow the aforesaid desired use has been filed with the Village of Mount Horeb by William Booth; and

WHEREAS, the matter was the subject of a public hearing before the Plan Commission/Historic Preservation Commission on November 16, 2022, after due notice as required by law, and the Plan Commission/Historic Preservation Commission is recommending approval of the Conditional Use; and

WHEREAS, the proposed use is consistent with the Comprehensive Plan; and

WHEREAS, after due consideration, the Board of Trustees of the Village of Mount Horeb deems it to be in the best interest of the general public to allow the desired use of said property as a Conditional Use.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Mount Horeb, Dane County, Wisconsin, that a Conditional Use Permit for Indoor Commercial Entertainment at 132 E Main Street for a martial arts studio per 17.43(2)(b) Central Business District, and 17.20(4)(h) Commercial Land Use be hereby granted.

Introduced and passed this 7th day of December 2022.

Randy J Littel, Village President

ATTEST:

Alyssa Gross, Village Clerk



AGENDA ITEM REPORT

MEETING DATE

November 16, 2022

PREPARED BY

Nicholas Owen, Administrator

AGENDA ITEM # 2.f

Consideration of Sign Permit Application: Spellerific 106 1/2 E Main Street

BACKGROUND

Spellerific is requesting approval to use colors that are not included in the color pallet for the sign for their business. Plans for the requested sign color and the sign using approved colors are included in the packet.

RECOMMENDATION

ATTACHMENTS

1. 106 E Main Sign Permit App - Spellerific

Dear Plan Commission,

Enclosed is the proposed sign for the Spellerific. The Spellerific store is located at 106 1/2 E Main Street downstairs. The property is zoned Central Business. The proposed sign is not illuminated and fits the scale of the store entry.

Spellerific is requesting use of the colors you see in the design. These are the true colors in the company logo. As you can see the logo is unique and has a gradient in the background. Sign Art Studio and Spellerific tried to use the approved colors, but it completely changed the logo look and feel. It is important for the brand to be recognizable to customers. I have included the comparison in this package.

The proposed sign fits appropriately in the sign area. The sign guides visitors the only entrance. It is important to be able to identify the business on the street full of other businesses.

Spellerific is requesting final approval on the proposed signage package.

We appreciate your consideration.

Thank you,

Allie Novitske

-Sign Art Studio – on behalf of Spellerific

Option 1 Mounting location



Zoning - Central Business

Close match to the Classical Yellow SW2865 in the Classical/Colonial Palette



Blue and purple are not in the color palettes and need Plan Comission approval

KEY NOTES:

A - Wall mounted Sign concept S/F Non-Illuminated concept with dimensional Boarder, cat moon and lettering. Digital print or hand painted graphics.

FINISHES:

- Color TBD
- Color TBD
- MP Satin Black
- Color TBD

CALCULATIONS:

Proposed mounting location



KEY NOTES:
A - Wall mounted sign concept - S/F non-illuminated with dimensional border - cat, moon, lettering. Digital print or hand-painted graphics.
FINISHES:
■ Black □ White ■ Rookwood Sash Green - SW 2810 ■ Classical Yellow - SW 2865 ■ Renwick Heather - SW 2818
CALCULATIONS:

VICTORIAN

1900's

IT WAS A PERIOD OF CONTRASTS. Natural shades of sand, stone, slate and earth, on homes designed in the style of a Gothic Revival. Accents were everything, with ornate windows, doors and cornices painted in vivid hues that featured every ornament. And whether you're faithfully restoring a home in perfect detail, or simply love the look, our Victorian Preservation Palette® has all the authentic colors you need.



Rookwood Dark Red SW 2801
Rookwood Red SW 2802
Rookwood Terra Cotta SW 2803
Benwick Rose Beige SW 2804



Rookwood Dark Brown SW 2806
Rookwood Medium Brown SW 2807
Rookwood Brown SW 2808
Benwick Beige SW 2805



Rookwood Shutter Green SW 2809
Rookwood Bash Green SW 2810
Rookwood Blue Green SW 2811
Rookwood Jade SW 2812



Rookwood Dark Green SW 2816
Benwick Olive SW 2815
Rookwood Antique Gold SW 2814
Downing Snow SW 2813



Benwick Golden Oak SW 2834
Rookwood Clay SW 2823
Downing Sand SW 2822
Downing Stone SW 2821

ARTS & CRAFTS

1900's

IT WAS PURELY USEFUL, AND SIMPLY BEAUTIFUL. But the Arts & Crafts Movement was more than California bungalows and Prairie School villas. It was a blend of Victorian windows, Queen Anne sash, Colonial columns, Gothic half-timbering, Mission dormers and bungalow brackets—all painted in the deep, rich Raycraft colors. And whether you're a craftsman purist, or you just like the look, our Preservation Palette® has all the colors you need for utilitarian beauty.



Raycraft Yellow SW 2833
Birdseye Maple SW 2834
Craftsman Brown SW 2835
Quartersawn Oak SW 2836



Hammered Silver SW 2840
Raycraft Copper Red SW 2839
Polished Mahogany SW 2838
Aurora Brown SW 2837



Raycraft Mist Grey SW 2844
Raycraft Brass SW 2843
Raycraft Suede SW 2842
Weathered Shingle SW 2841



Bungalow Grey SW 2845
Raycraft Bronze Green SW 2846
Raycraft Battle Green SW 2847
Raycraft Pewter SW 2848

CLASSICAL/COLONIAL

1800

IT IS THE TRUE AMERICAN STYLE. First created by Thomas Jefferson, this balanced blend of 18th century neoclassicism and 19th century romanticism emulated the spirit of a new nation with its leanings toward Ancient Greek and Roman style. Yellowish whites were used to simulate ancient marble. Rookwood Shutter green was used on outside blinds for its resemblance to the bronze shutters of Renaissance buildings. It's a style that continues in popularity today, and you'll find every authentic shade in our Preservation Palette®.



Classical White SW 2839
Classical Yellow SW 2845
Classical Gold SW 2831
Colonial Revival Gray SW 2823

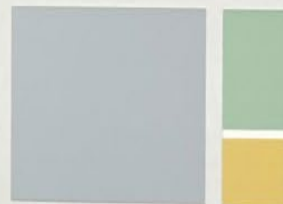


Colonial Revival Tan SW 2828
Colonial Revival Stone SW 2827
Colonial Revival Green Stone SW 2826
Colonial Revival Sea Green SW 2825

possible palettes



BODY Classical Yellow SW 2845
TRIM Classical White SW 2839
ACCENT Colonial Revival Green Stone SW 2826



BODY Colonial Revival Gray SW 2823
TRIM Colonial Revival Sea Green SW 2825
ACCENT Classical Gold SW 2831

Samples approximate the actual paint color.
Some colors limited to select product lines.

www.sherwin-williams.com
1-800-4SHERWIN

©2001 The Sherwin-Williams Company
657-2812
CS 3/05



Mount Horeb Central Business
Color Palettes

VILLAGE OF MOUNT HOREB

SIGN PERMIT

PERMIT NO. _____

PARCEL NO. _____

PERMITS REQUESTED

☐ CONS ☐ HVAC ☐ ELECT ☐ PLUMB ☐ EROSION

Owner	Cert #	Address	Telephone
Building Contractor	Cert #	Address	Telephone
Electrical Contractor	Cert #	Address	Telephone
HVAC Contractor	Cert #	Address	Telephone
Plumbing Contractor		Address	Telephone

PROJECT LOCATION

Project Address	Zoning	Lot Area	Estimated Cost
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Lot	Block	Subdivision	Req'd Setbacks:	Front	Rear	Left	Right
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PROJECT DESCRIPTION

☐ NEW CONST ☐ ADDITION ☐ ALTERATION ☐ REPAIR ☐ OTHER	
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THIS PERMIT IS ISSUED PURSUANT TO THE FOLLOWING CONDITIONS. FAILURE TO COMPLY MAY RESULT IN SUSPENSION OR REVOCATION. ALL CONSTRUCTION SHALL COMPLY W/ THE REQ'MENTS OF WISCONSIN STATE CODE AND MT HOREB MUNICIPAL CODE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO KNOW THE CODES AND TO ENSURE COMPLIANCE WITH THE AFOREMENTIONED CODES. ISSUANCE OF THIS PERMIT CREATES NO LEGAL LIABILITY, EXPRESS OR IMPLIED, ON THE DEPARTMENT OR MUNICIPALITY.

CONDITIONS OF APPROVAL

PLANS SUBMITTED ☐ YES ☐ NOADD'NL PLANS REQ'D ☐ YES ☐ NO

BUILDING PLANS CONSISTING OF A SITE PLAN AND SIGN DIAGRAM SHOWING THE SIZE AND CHARACTERISTICS OF THE PROPOSED SIGN MUST BE SUBMITTED.

APPLICANT SHALL NOTIFY DIGGER'S HOTLINE (1-800-242-8511) PRIOR TO EXCAVATING, OR BORING

FEES:

BLDG PERMIT: _____

EROSION: _____

UTILITIES: _____

TOTAL: _____

RECEIPT:
CHK # _____

**Village of Mt. Horeb
Building Inspection Department
138 East Main Street
Mt. Horeb Wisconsin 53572
608-437-6884
cell 608-697-7776**

PERMIT ISSUED BY:

Name _____

Certification No. _____

Date _____

Seal No. _____



AGENDA ITEM REPORT

MEETING DATE

November 16, 2022

PREPARED BY

AGENDA ITEM # 2.g

Consider Design Review Application Viking Plaza, 1260 Springdale Street

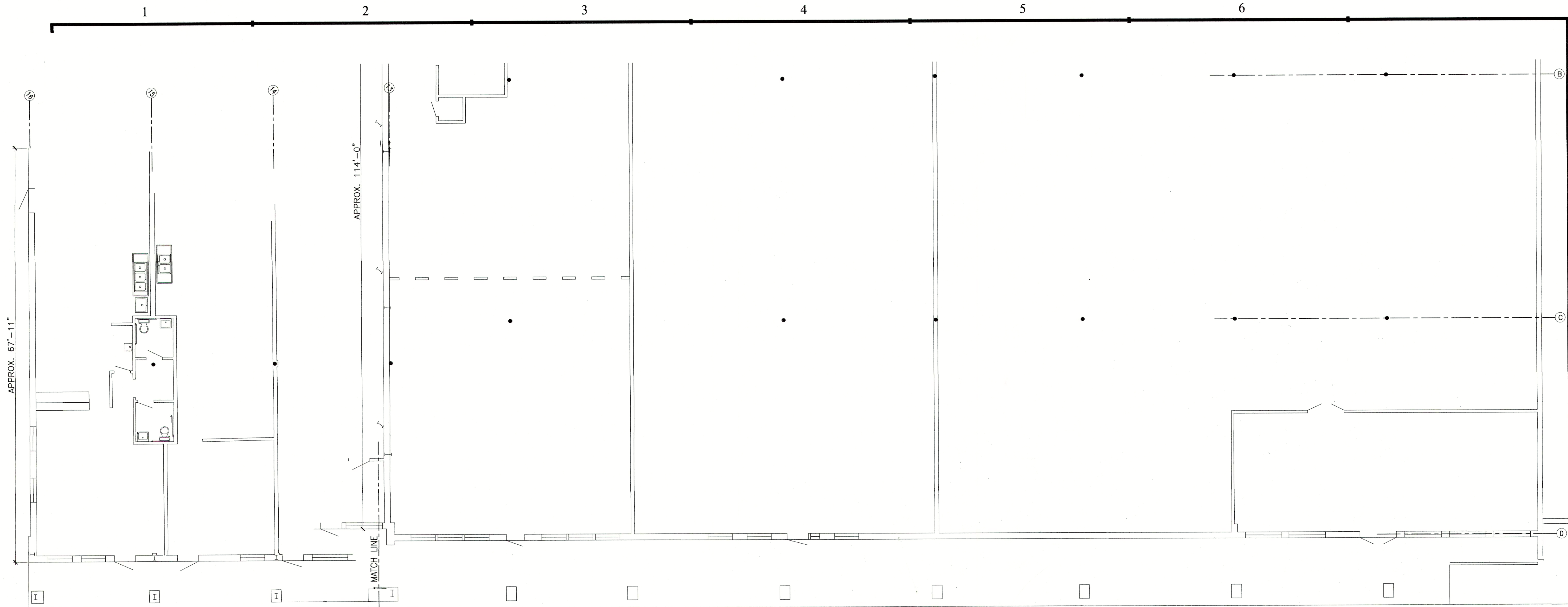
BACKGROUND

Included in your packet is a rendering of the proposed exterior renovations to Viking Plaza. Village Planner Ben Rohr has also provided his review of the proposal.

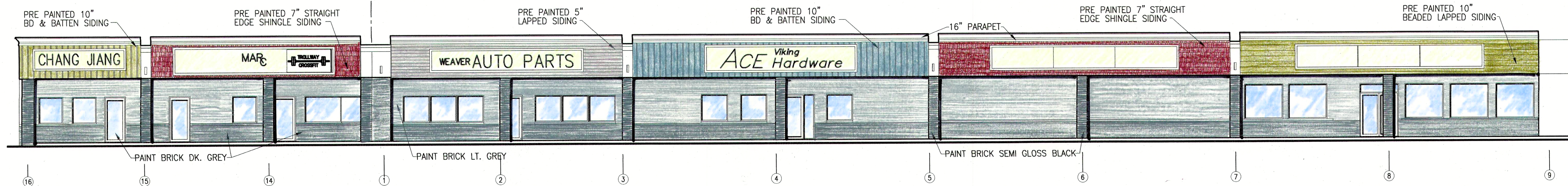
RECOMMENDATION

ATTACHMENTS

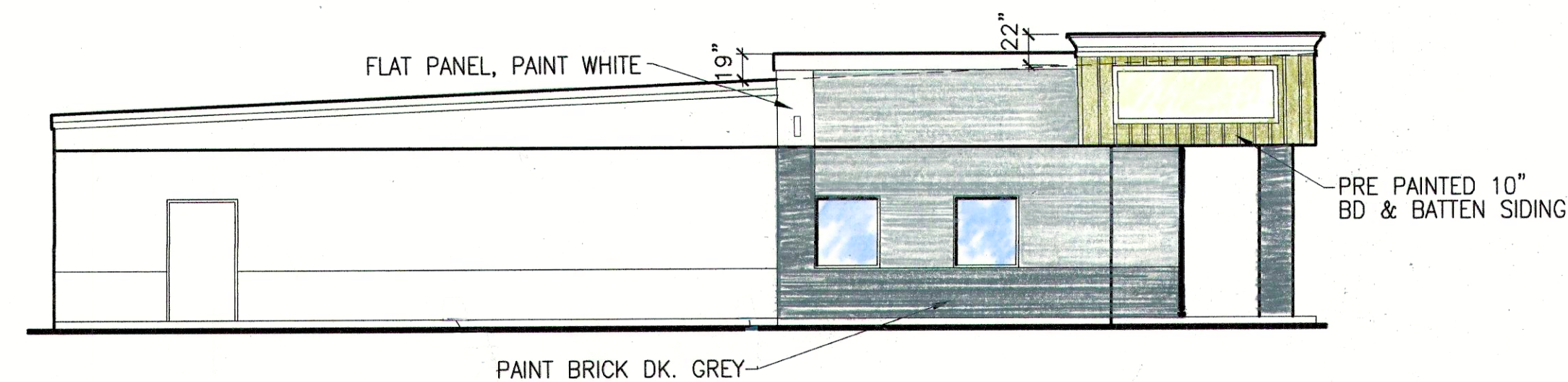
1. Viking Plaza
2. Design Review Application
3. VIKING PLAZA PANEL TRIM COLORS
4. 1200 Springdale Design Review for Exterior Building Modifications 11.16.22



FLOOR PLAN
SCALE: 3/32" = 1'-0"



SOUTH ELEVATION
SCALE: 3/32" = 1'-0"



SOUTHWEST ELEVATION
SCALE: 3/32" = 1'-0"

BILL MONTELBANO ARCHITECT AIA
ARCHITECTURE INTERIORS PLANNING ENGINEERING
559 BERRY ROAD, MACOMANE WI 5360
608.751.6440 B.A.M.A. billmontebano@aia.com

National Construction, Inc.
701 E. Washington Ave. Madison, WI 53703
608-257-0500

Exterior Alterations
VIKING PLAZA, 1200 SPRINGDALE ST, MOUNT HOREB, WI.

COMM. NO. 2022-19
ISSUED FOR PRELIM.
REVIEW 11-4-2022

A1

Village of Mount Horeb
138 East Main Street
Mount Horeb Wisconsin 53572

DESIGN REVIEW APPLICATION

Applicant Name: Joshua Mou, Manager of 1200 Springdale LLC

Address: 1883 W. Royal Hunte Dr, Ste 200-A, Cedar City, UT 84720

Telephone Number (daytime): 843-209-9817

Address of project if different: 1200-1260 Springdale Street, Mt. Horeb, WI 53572

Zoning Classification of project: PB Planned Business District

Fee paid (\$100-see back side of application): Enclosed Check #1171

Plan Submittal Checklist attached: Attached

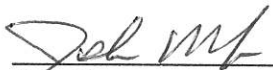
Landscape Plan Submittal Checklist attached: N/A

Design Review Parking Lot Application Required: N/A

Design Review Parking Lot Application Submitted: N/A

Project Description: See attached letter of intent

See Review Drawing emailed to Nicholas Owen, Administrator, by Bill Montelbano 11/7/2022

 11/8/2022
Applicant Date

Zoning Administrator Date

I HEREBY ACKNOWLEDGE RECEIPT OF WRITTEN PLAN COMMISSION APPROVAL FOR THE ABOVE PROJECT, AND AGREE TO MEET THE CONDITIONS INCLUDED IN THE APPROVAL.

SIGNED: _____ DATE: _____

17.14 DESIGN REVIEW

(3) ADMINISTRATION

- (a) The Building Inspector or the Village Administrator, or his/her designee, shall advise applicants when they apply for building permits or land disturbing activity permits or other approvals or permits whether design review applies. If design review applies, the applicant will be given checklists, application forms and timetables. These documents shall have prior Plan Commission approval as to format and content. Applicants may request and have pre-application conferences with staff.
- (b) Completed applications and supporting materials must be filed in the Village office at least 20 days prior to a scheduled Plan Commission meeting so as to allow sufficient time for review by staff prior to placement on the Plan Commission agenda. Staff must be satisfied that a complete packet of information will be available to the Plan Commission prior to the commencement of the Plan Commission meeting at which the item is set for design review.
- (c) Each application shall be accompanied by a fee of \$100, payable to the Village Treasurer. In addition, each applicant under this subsection shall reimburse the Village for all professional fees, including reasonable engineering and legal review fees, incurred by the Village in connection with each application.
- (d) The Plan Commission will review a design application at a meeting set for such purpose. Following such review, discussions with applicants and agents, and discussion with the Plan Commission and with staff, the Commission shall, within 45 days of its initial review meeting, render a decision of approval, conditional approval or rejection. Decisions shall be in writing and shall identify those elements of the approved design which the Commission intends to be mandatory. Applicants shall sign acknowledgments of receiving the written Plan Commission design review decision prior to being issued a building or land disturbing activity permit. Failure to render a decision within the required time period shall be deemed a rejection for the application. The Plan Commission may, in cases requiring additional time for review, extend, for no more than 45 additional days, the time within which to render its decision.
- (e) A project that has had design review and that has a building or land disturbing activity permit is approved for execution only in accord with the directives included in the design review approval. Construction or execution that deviates from directives may not occur within terms of this chapter without prior Village approval. The Village Administrator, or his/her designee, is responsible for determining whether to give staff approval to such deviations on a finding that they are minor variations as to the Plan Commission's decision or whether full Plan Commission review and approval is needed upon a finding that the deviations are major.
- (f) An approved Design Review application shall be valid for a three (3) year period from the date of approval. A building permit for the improvement or change approved by the Design Review application must be issued before the three year period has expired. After the period has expired, the applicant must start the approval process over and resubmit a new Design Review application.

PLAN SUBMITTAL CHECKLIST

Project: 1200-1260 Springdale St (Viking Plaza)

Submitted by: Joshua Mou, Manager

Dated submitted: 11/8/2022

NOTE: Please include each applicable item listed below with all formal plan submittals. All lines should be checked. Mark "N/A" if the item does not apply. All plans must be submitted with this checklist as a single package no later than twenty (20) days prior to presentation at Plan Commission/Historic Preservation Commission.

N/A 1. Show existing and proposed contours at an interval suitable to the topography and project. Contours should extend a minimum of 20 feet beyond property lines and nearby berms and swales and at least to the backs of curbs.

N/A 2. Show square footage of:

- ☐ a. Lot or parcel
- ☐ b. Existing impervious surface
- ☐ c. Proposed total impervious
- ☐ d. Existing building
- ☐ e. Proposed total building
- ☐ f. Existing parking and pavement
- ☐ g. Proposed total parking and pavement

N/A 3. Show all relevant dimensions including:

- ☐ a. Buildings
- ☐ b. Parking stalls
- ☐ c. Driveway widths
- ☐ d. Setbacks to buildings and other improvements
- ☐ e. Parking lot aisles, turnarounds, turning radii, etc.
- ☐ f. Distance from driveway to street corner if under 200 feet
- ☐ g. Sidewalk, walkway and handicap ramp widths and locations with respect to street and right-of-way
- ☐ h. Widths of abutting R.O.W.'s, roadways, and terraces.

N/A 4. Show dimensions and bearings of property lines.

N/A 5. Show North Arrow and scale of drawing.

N/A 6. Show Village bench mark location and elevation to NGS datum.

N/A 7. Show all existing and proposed surface materials (grass, bituminous, concrete, etc.).

- N/A 8. Show total number of required and proposed parking stalls.
- N/A 9. Show handicap parking stall and ramp locations.
- N/A 10. Show up or down arrows on loading or other ramps.
- N/A 11. Show existing, proposed, and adjoining driveway approaches.
- N/A 12. Show removal and replacement to Village Specifications of concrete curb and gutter for all new curb cuts or as otherwise required.
- N/A 13. Show rim and invert elevations of all drainage structures.
- N/A 14. Design surface drainage to bypass dumpster locations.
- N/A 15. Indicate proposed direction of roof drainage and show location of all roof gutter down-spouts.
- N/A 16. Show all existing and proposed public and private utility locations on and adjacent to site.
- N/A 17. Show location of nearest existing Village of Mt. Horeb fire hydrants and proposed Village and private fire hydrants.
- N/A 18. Show location and screening of refuse containers.
- N/A 19. Show how recyclable materials will be handled.
- N/A 20. Show proposed lighting for site including location, pole height, luminaire type and manufacturer's specifications.
- ✓ 21. Provide drawings of proposed building with elevation views showing proposed materials and colors.
- N/A 22. Include elevation view of rooftop mechanicals and required screening design materials and colors.
- ✓ 23. Include name of designer.

William Montelbano
608-795-4540
BillMontelbano@gmail.com

138 East Main Street
Mount Horeb, WI 53572
November 8, 2022

Dear Mt. Horeb Administrator and Planning Commission,

Viking Plaza at 1200-1260 Springdale Street is a prominent location to those who go to Mt. Horeb each day. We propose an update to the building façade that is meant to be as inviting as the rest of the Village. The design should draw more attention to each business but without the appearance of a big-box store. Each storefront will be individualized, while being cohesive with its neighbors. We hope to make it the type of building that residents will want to visit.

Kind Regards,

Josh 

Joshua Mou, Manager
1200 Springdale LLC
843-209-9817

ColorPlus® Technology

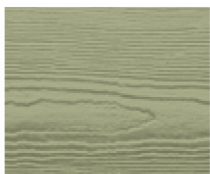
Plank, Panel, Shingle and Batten Color Offering



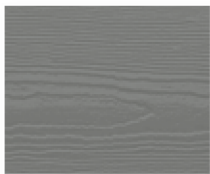
ARCTIC WHITE



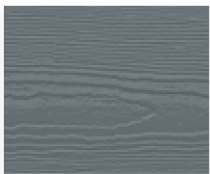
COBBLE STONE



HEATHERED MOSS



GRAY SLATE



BOOTHBAY BLUE



COUNTRYLANE RED



MEMORANDUM

To: Village of Mount Horeb Plan Commission
From: Village Planner Ben Rohr, AICP
Date: November 16, 2022
Re: Design Review for Exterior Changes to the Existing Multi-Tenant Building at 1200 Springdale Street for Viking Plaza

Background

The owners of Viking Plaza, 1200 Springdale, LLC, have proposed exterior changes to the multi-tenant building at 1200 Springdale Street. The subject property is in the Planned Business (PB) zoning district. The building includes six tenant spaces, each of which are proposed to be enhanced with façade improvements along the southern façade of the building, facing Springdale Street.

In total, the proposed façade improvements include:

- Painting all existing brick exteriors along the façade (dark grey and light grey)
- Painting all existing brick canopy support posts along the façade (semi-gloss black)
- Replacing all metal canopy facades with siding (various types and colors)
- Elevating each tenant space canopy façade with a new 16-inch decorative composite panel parapet
- Adding new flat white, smooth composite panels between each tenant space's canopy façade and signage band
- On the northeast elevation (Chang Jiang space), painting the metal siding the full remaining length of the facade with a matching dark and light grey above and below the windows to match the other proposed facades improvement shown. The applicant provided this information directly to Village staff. It is not shown on the elevations.
- Adding small decorative light fixtures between each storefront's canopy façade and signage band. The applicant provided this information directly to Village staff. No details are shown on the elevations.
- No other site improvements are proposed to the parking area, landscaping, on-site circulation, mechanicals, building or site setbacks, roof, trash containers, signage, or exterior lighting.

Under Sections 17.83, 17.84, and 17.85 of the Village's Zoning Ordinance, any existing nonconforming lot, structure, or site is granted legal conforming status. This means, outside of the proposed changes to the exterior façade, any component of the lot, structure, or site that may be nonconforming today is not

subject to provisions of the Zoning Ordinance. This memo only includes Design Review of the proposed exterior changes for conformance with the Zoning Ordinance, and does not include any other unchanged components of the site (setbacks, parking area, landscaping, etc.)

Design Review by the Plan Commission is required under Section 17.14 of the Zoning Ordinance and is required for all development projects in the Village, except residential development with three or fewer dwelling units. The Design Review requirements in Section 17.14(4)(b) identify 27 Design Directives. The Plan Commission has the ability to waive any Design Directive, and may add additional design requirements upon a finding that the additional design requirement would improve the project.

Village Planner's Comments on Compliance with the Requirements of the (PB) Zoning District

There are no proposed changes to land use or development density/intensity. All requirements of the PB Zoning District are met.

Village Planner's Comments on the Design Directives

The following analysis is arranged to match the presentation of Design Directives in Section 17.14(4)(b) of the Zoning Ordinance. Village Planner review comments are presented in the bulleted paragraphs following each directive. The check symbol indicates my review opinion that the design directive has been met.

1. Site Grading:

- a. The grading plan shall preserve existing grades to the greatest extent possible, particularly at the perimeter of the site.
✓ No change proposed.
- b. In no instance shall proposed grading create transitions to adjoining properties or rights-of-way that are unsafe, unstable or create drainage problems.
✓ No change proposed.
- c. Site grading shall also preserve or create an attractive site appearance in conjunction with the proposed development.
✓ No change proposed

2. Existing Site Vegetation and Other Natural Features:

- a. The grading and development plans shall preserve, protect, and maintain important existing site vegetation as identified by the Plan Commission. Examples include hedgerows, groves and individual specimen trees.
✓ No change proposed.
- b. Topsoil used at the development site should be from on site, to the extent possible, particularly in areas under the drip line of preserved vegetation.
✓ No change proposed.

3. Site Layout Relation to Abutting Streets:

- a. In general, the layout of buildings, structures, pavement, parking and landscaping shall be compatible with the general pattern for similar land uses in the vicinity, as determined by the Plan Commission.
✓ No change proposed.

- b. The general site layout shall result in an attractive appearance to all abutting streets, as determined by the Plan Commission.
 - ✓ No change proposed.

4. Building Setbacks:

- a. Building setbacks shall comply with the requirements of the zoning district, and with the additional requirements listed below in subparagraphs b. and c.
 - ✓ No change proposed.
- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, the entire street side of buildings shall be located at or within 3 feet of all abutting street rights-of-way, unless an exception is granted through the conditional use process.
 - ✓ Not applicable.
- c. Within the CTH ID corridor between STH 78 and USH 151, the entire street side of buildings shall be located at or within 30 feet of all abutting street rights-of-way, unless an exception is granted through the conditional use process. Parking shall not be permitted in this area. Drives for one-way circulation and/or emergency vehicle access may be permitted through the conditional use process.
 - ✓ No change proposed.

5. Building Height:

- a. Building heights shall comply with the requirements of the zoning district, and with the additional requirements listed below in subparagraphs 5.b. and 5.c.
 - ✓ This requirement is met. Per the applicant, the proposed new front façade will be approximately 10 feet in height.
- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, building heights shall be a minimum of 20 feet and shall be a minimum of 2 stories, unless an exception is granted through the conditional use process.
 - ✓ Not applicable.
- c. Within the CTH ID corridor between STH 78 and USH 151, building heights shall provide a functional or decorative building tower or related architectural feature that exceeds the height of majority of the building facade by at least 7 feet, unless an exception is granted through the conditional use process. Roofs, and roof appurtenances such as cupolas, shall not count toward this requirement.
 - The proposed project does not meet this requirement. The exterior building changes include a 16" new parapet above each tenant space, but no tower or related architectural feature that exceeds the majority of the building façade by at least 7 feet. To note, the proposed style of the parapet is very similar to that used on the southside of Springdale Street for the existing O'Reilly Auto Parts, Cost Cutters, and Anytime Fitness multi-tenant building. The Plan Commission should discuss either requiring a tower element or waiving this requirement.

6. Building Mass:

- a. Buildings over 5,000 square feet of gross floor area shall be subject to the requirements for large developments. The following requirements for large developments are applicable to the proposed project:
 - Building materials. Exterior building materials shall be of comparable aesthetic quality on all sides. Building materials such as glass, brick, tinted and decorative concrete block, stone, wood, stucco, and exterior insulation and finish systems (EIFS) shall be used, as may vinyl, on a portion of residential structures, as determined appropriate by the Plan Commission. Decorative architectural metal with concealed fasteners or decorative tilt-up concrete panels may be approved if incorporated into the overall design of the building.
 - ✓ The proposed project meets this requirement by providing glass, brick, and accent vinyl on the portion of the building where changes are proposed (front façade).
 - Overall building design. Building design shall be subject to Plan Commission approval, and shall forward the aesthetic objectives of the Village for the community, the vicinity and the subject property.
 - ✓ The proposed project meets this requirement by improving the front façade of the building and advancing aesthetic objectives of the community.
 - Building entrances. Public building entryways shall be clearly defined and highly visible on the building's exterior design, and shall be emphasized by on-site traffic flow patterns. Two or more of the following design features shall be incorporated into all public building entryways: canopies or porticos, overhangs, projections, arcades, peaked roof forms, arches, outdoor patios, display windows, distinct architectural details. Where additional stores will be located in the principal building, each such store shall have at least one exterior customer entrance that shall conform to the above requirements.
 - ✓ The proposed project meets this requirement by improving the front façade of the building for each tenant space and establishing more defined building entrances through the use of different building materials on each canopy signage band.
 - Building color. Building facade colors shall be nonreflective, subtle, neutral, or earth tone. The use of high-intensity colors, metallic colors, fluorescent colors or black on facades shall be prohibited. Building trim and architectural accent elements may feature bright colors or black, but such colors shall be muted, not metallic, not fluorescent, and not specific to particular uses or tenants. Standard corporate and trademark colors shall be permitted only on signage, subject to the limitations in Article XVI, Signs.
 - The proposed project does not meet this requirement. The brick along the building foundation is proposed to be painted dark grey and each canopy support post is proposed to be painted semi-gloss black. The Plan Commission should discuss either requiring these elements to be painted a more subtle/lighter color or waving this requirement.

7. Building Facades:

- a. Long building facades shall be visually broken up and variegated with staggers and offsets as determined appropriate by the Plan Commission.
 - ✓ The proposed project meets this requirement by improving the front façade of the building for each tenant space and establishing more defined building entrances through the use of different building materials on each canopy signage band.
- b. All building facades facing streets, drives or parking areas shall provide regularly spaced openings for windows and doors, and regularly spaced decorative elements such as piers and columns. The size and spacing of these features shall be compatible with nearby structures that meet this requirement, as determined by the Plan Commission.
 - ✓ This requirement is met through windows, doors, columns, and parapets used along the front façade of the building.
- c. All building facades facing streets, drives or parking areas shall provide a pattern of upper story openings that is compatible with the pattern established by the ground floor, as determined by the Plan Commission.
 - ✓ Not applicable.
- d. Within the downtown zoning district, and particularly along Main Street and the commercially developed portions of intersecting streets, building facades shall employ traditional storefront design by providing pilasters, transom windows, cornices, lintels and related decorative details to highlight transitions between the ground floor and upper stories and between upper stories and the parapet.
 - ✓ Not applicable.

8. Exterior Building Materials:

- a. Exterior materials for multifamily, office, or commercial buildings may not include metal wall panels, concrete panels, plain concrete block, asphalt, or spandrel window panels, unless an exception is granted through the conditional use process.
 - ✓ This requirement is met. There are no proposed metal wall panels, concrete panels, or plain concrete block materials along the front façade.
- b. Hard and durable materials including decorative block, brick or stone, shall be required on all exterior portions of the structure within 40 inches of the adjacent grade.
 - ✓ This requirement is met. Along the front façade of the building, the existing brick is proposed to remain and be repainted to a dark grey accent color.

9. Exterior Building Colors:

- a. Exterior colors of all buildings, structures, appurtenances and paving shall be compatible and harmonious with those of existing buildings in the immediate area which conform to these design requirements, as determined by the Plan Commission.
 - i. Within the downtown area, the Victorian color palette shall be used, or other colors must be approved by the Plan Commission.
 - ✓ Not applicable.
 - ii. Throughout the rest of the Village primary colors, including red, blue, green, yellow, black, and fluorescent colors shall not be permitted. Where an integral

part of site design, muted versions of these colors may be used, as approved by the Plan Commission.

- ✓ This requirement is met. All proposed primary colors are muted and non-fluorescent in nature.
- iii. High gloss paints and other exterior finishes are not permitted.
 - ✓ This requirement is met. No high gloss paints are proposed, however each exiting pole along the front façade is proposed to be painted semi-gloss black.
- iv. Color patterns shall be used consistently throughout the property, as determined by the Plan Commission.
 - ✓ This requirement is met. The color patterns proposed are consistent throughout the front façade with similar colors used under each canopy and repeating patterns of colors used on upper portion of the canopy signage band (tenant spaces).

10. Exterior Doors:

- a. All exterior doors visible from streets, drives or parking areas shall provide decorative design elements.
 - ✓ This requirement is met. There are no proposed changes to the existing glass doors on the front façade. However, any new proposed doors that may be added to the eastern blank tenant space will be subject to this requirement, matching those existing today.

11. Windows:

- a. Spandrel panels, mirrored glass or heavily-tinted windows are not permitted. Where screening is desired, vertical or horizontal strip blinds may be used.
 - ✓ This requirement is met. There are no proposed changes to the existing windows on the front façade. However, any new proposed windows that may be added to the eastern blank tenant space will be subject to this requirement, matching those existing today.
- b. Windows may not be obscured by paper or other attached materials on more than 5% of any individual window panel.
 - ✓ This requirement is met on all portions of the building. Continual compliance is required after building occupancy.

12. Roofs:

- a. Roof forms and materials shall be compatible and harmonious with those of existing buildings in the immediate area which conform to these design requirements, as determined by the Plan Commission.
 - ✓ This area of Springdale Street includes flat roofs with parapets, flat roofs with no parapets, pitched roofs, and roofs with articulated architectural and tower features. The proposed roof form matches that of the buildings located on the southside of Springdale Street for the existing O'Reilly Auto Parts, Cost Cutters, and Anytime Fitness multi-tenant building. This requirement is met.
- b. Metal roofs shall not be used for multifamily, office or commercial buildings, unless an exception is granted through the conditional use process.
 - The existing roof material is unknown. However, there are no changes proposed to the roof. As such, I recommend this requirement be waived.

- c. Roof forms shall be designed to accommodate the requirements in subparagraphs 5.c. and 7.d., above.
 - See note on 5.c. above.
- d. Rooftop mechanical equipment shall not exceed the elevation of the lowest point of the surrounding building parapet or roof.
 - The location of existing roof-mounted mechanical equipment is unknown. However, there are no changes proposed to the roof or equipment on the roof. As such, I recommend this requirement be waived.

13. Exterior Building Appurtenances:

- a. Building facades shall be uncluttered by the minimal use and careful placement of brackets, wiring, meter boxes, antennae, gutters, downspouts and other appurtenances. Where necessary, such features shall be colored to blend in, rather than contrast, with the immediately adjacent building exterior.
 - ✓ This requirement is met.

14. Awnings:

- a. Awnings, where approved by the Plan Commission, shall complement the character of the building.
 - ✓ This requirement is met. There are no substantial structural changes proposed to the existing canopies above each tenant space.
- b. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installation may be used. Metal canopies are prohibited.
 - The existing canopies are metal. This requirement is not met. However, there are no substantial structural changes proposed to the existing canopies above each tenant space. As such, I recommend this requirement be waived.
- c. Backlighting is prohibited.
 - ✓ This requirement is met. No backlighting is proposed.

15. Trash Containment Structures:

- a. Trash containment structures shall be designed to fully conceal trash storage.
 - ✓ No change proposed.
- b. Trash containment structures shall be constructed in the same materials and colors as the ground floor of the principal building.
 - ✓ No change proposed.
- c. Wood or synthetic wood gates shall be used and shall be arranged in a pattern to provide complete opacity. Metal panel gates and metal fence gates with strips are prohibited.
 - ✓ No change proposed.

16. Freestanding Canopy Structures:

- a. Freestanding canopy structures, such as those providing shelter at a gas station or drive-up banking station, shall be designed to complement the design of the principal building, as determined by the Plan Commission.
 - ✓ Not applicable.

- b. Canopy roofs shall employ the same pitch, materials and colors as the roof of the principal building, unless an exception is granted through the conditional use process.
 - ✓ Not applicable.
- c. Canopy supports shall be decorative in nature and shall employ the same materials and colors as the principal building. Exposed nondecorative supporting poles are not permitted.
 - ✓ Not applicable.

17. Other Structures:

- a. Outbuildings shall employ the same high-quality exterior building materials as used on the principal building.
 - ✓ No change proposed.
- b. Walls and fences shall employ high-quality materials such as metal pickets, stone, decorative block or brick which complement the principal building, as determined by the Plan Commission.
 - ✓ No change proposed.

18. Exterior Lighting:

- a. All exterior lighting shall use decorative fixtures, as approved by the Plan Commission. Such fixtures shall be consistent in design theme throughout the site.
 - The applicant has indicated to staff that small decorative light fixtures will be placed between each tenant space in the small white metal areas separating each sign band and parapet. No details have been provided. It is unknown if this requirement is met.
- b. All exterior light bulbs shall not be visible from beyond any property line. Directional or cutoff fixtures shall be used to meet this requirement.
 - See note on 18.a. above.
- c. Lighting at the property lines shall not exceed 0.5 footcandles over ambient conditions.
 - See note on 18.a. above.
- d. Maximum lighting shall not exceed 10.0 footcandles on the site, except in areas serving in-vehicle uses such as drive-up windows and fueling areas. In such locations, maximum lighting shall not exceed 25.0 footcandles.
 - See note on 18.a. above.
- e. Freestanding light fixtures shall not exceed a total height of 20 feet.
 - ✓ No changes proposed.

19. Exterior Signage:

- a. Exterior signage shall complement the design of the overall site, as determined by the Plan Commission.
 - ✓ No changes proposed. However, any new signage is subject to this requirement and all requirements of the Village Sign Ordinance.
- b. Freestanding sign supports shall be decorative in nature and shall employ the same materials and colors as the principal building. Exposed nondecorative supporting poles are not permitted.
 - ✓ No changes proposed.

20. Outdoor Display or Storage:

- a. All outdoor display and/or storage areas must be clearly depicted and labeled on an approved site plan. Said label shall specify the general types of materials to be displayed or stored, including: retail or rental display; retail or rental vehicle display; long-term business vehicle storage; equipment storage; refuse storage; scrap equipment or vehicle storage.
 - ✓ No change proposed.
- b. Outdoor storage areas shall be adequately screened from view from adjacent properties and streets, drives and parking areas, as determined by the Plan Commission.
 - ✓ No change proposed.

21. Pavement Materials:

- a. All traffic circulation, parking and pedestrian areas shall be provided with a hard, durable surface such as concrete, asphalt, pavement blocks or bricks. Gravel is not acceptable.
 - ✓ No change proposed.
- b. Durable, porous pavement techniques are encouraged, and the overall coverage of pavement on all sites should be minimized so as to reduce stormwater runoff.
 - ✓ No change proposed.

22. Pedestrian Facilities:

- a. Public sidewalks or multipurpose paths shall be required along all street frontages, per Village standards.
 - ✓ No change proposed.
- b. Paved pedestrian connections are required between all street frontage pedestrian facilities and public doorways. Said connections shall be a minimum of 5 feet wide.
 - ✓ No change proposed.
- c. Where pedestrian connections cross vehicle circulation areas, a crosswalk clearly delineated by color and/or texture is required.
 - ✓ No change proposed.

23. Traffic Circulation:

- a. Traffic circulation patterns shall be safe and understandable by vehicle operators, as determined by the Plan Commission.
 - ✓ No change proposed.
- b. Traffic patterns which are determined as too complicated by the Plan Commission shall be prohibited. Complications may be identified due to steep grades, inadequate throat depths, offset intersections, too many intersections within a particular area, dangerous and conflicting traffic movements, movements compromised by limited visibility, or restricted turning radii for the types of vehicles likely present on the site.
 - ✓ No change proposed.
- c. No traffic circulation shall be permitted within 10 feet of a street or drive right-of-way or easement, nor within 5 feet of any other property line, except within the downtown area, or as approved as through the conditional use process.

- ✓ No change proposed.
- d. Within the CTH ID corridor between STH 78 and USH 151, refer to subparagraph 4.c. above regarding limitations on drives located adjacent to street rights-of-way.
- ✓ No change proposed.

24. Parking:

- a. All parking areas located within required principal building setback areas shall be visually screened from streets by a continuous landscaped hedge, fence, wall or berm with a minimum height of 40 inches over the elevation of the adjacent portion of the parking lot at time of installation. Gaps in this hedge are permitted for pavement approved as part of the site design.
- ✓ No change proposed.
- b. Within the downtown area, and particularly along Main Street and the commercially developed portions of intersecting streets, parking shall not be located along a street frontage unless an exception is granted through the conditional use process.
- ✓ Not applicable.
- c. Within the CTH ID corridor between STH 78 and USH 151, refer to subparagraph 4.c. above regarding the prohibition of parking adjacent to street rights-of-way.
- ✓ No change proposed.
- d. Bicycle parking shall be provided at a rate of one bicycle space for every 10 vehicle parking spaces up to a total of 20 bicycle spaces.
- ✓ No change proposed.

25. Building Foundation Landscaping:

- a. A minimum 10-foot wide landscaping bed or planter shall be provided along at least 50% of each wall facing a street, drive or parking area, except within the downtown area.
- ✓ No change proposed.
- b. This bed or planter shall be located adjacent to or within 10 feet of the building foundation.
- ✓ No change proposed.
- c. This bed or planter shall be landscaped appropriately as determined by the Plan Commission.
- ✓ No change proposed.

26. Street Frontage Landscaping:

- a. A minimum 10-foot wide landscaped area shall be provided adjacent to the frontage of all streets and drives, except within the downtown area.
- ✓ No change proposed.
- b. This area shall be landscaped appropriately as determined by the Plan Commission. At minimum, one canopy-type street tree (maple, oak, hickory, ginkgo, honey locust or similar species) shall be required for every 50 feet of street or drive frontage, except within the downtown area. Said trees shall be a minimum 2-inch to 2.5-inch caliper.
- ✓ No change proposed.

27. Parking Lot Landscaping:

- a. Parking lot landscaping shall comply with the requirements of §17.136
 - ✓ No change proposed.
- b. Subsection 24.a., above, shall also apply along street and drive frontages.
 - ✓ No change proposed.
- c. Subsection 24.c., above, shall also apply along CTH ID.
 - ✓ No change proposed.

Village Planner's Recommendations Regarding the Site Plan and Design Review:

If acceptable to the Plan Commission, the Village Planner recommends the Plan Commission make, consider, and adopt a motion that finds the proposed exterior changes to be fully consistent with the requirements of the Zoning Ordinance, inclusive of full and continuous compliance with the submittal documents, and with any conditions identified by Village Staff and the Plan Commission, as indicated below:

- 1. Site Plan and Design Review packet, including the following:
 - a. 5.c. and 12.c. Plan Commission discussion and action on either:
 - i. Waiving the requirement for a tower element
 - ii. Requiring resubmittal with a tower element included on the front façade
 - b. 6.a. Plan Commission discussion and action on either:
 - i. Waving the building color requirements related to black façades
 - ii. Requiring resubmittal with alternative colors proposed on the front façade
 - c. 12.b. and 12.d. Waive the roof material and mechanical equipment screening requirements.
 - d. 14.b. Waive the requirement related to metal canopies.
- 2. Village staff review and approval of an exterior lighting plan that meets all Design Review requirements. If any waivers are requested by the applicant from the Design Review requirements, the proposed exterior lighting plan must be reviewed and approved by the Plan Commission. (Design Review Section 18.a. – 18.d.)
- 3. Village staff review and approval on an updated elevation plan that includes all proposed improvements on the southwest elevation.
- 4. Any other comments or recommendations of the Village Engineer, Village Fire Department, and/or Plan Commission.



AGENDA ITEM REPORT

MEETING DATE

November 16, 2022

PREPARED BY**AGENDA ITEM # 2.h**

Plan Commission Chair Report

BACKGROUND**RECOMMENDATION****ATTACHMENTS**

None



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
November 16, 2022	

AGENDA ITEM # 2.i

Village Planner Report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None



AGENDA ITEM REPORT

MEETING DATE	PREPARED BY
November 16, 2022	

AGENDA ITEM # 2.j

Building Report

BACKGROUND

RECOMMENDATION

ATTACHMENTS

None