

MAUSTON DOWNTOWN DESIGN STANDARDS

Created with assistance from
MSA Professional Services, Inc.

Presented to City Council on January 12, 2010



SITE DESIGN
BUILDING DESIGN
WATERFRONT FACING REAR YARDS
RESTORATION & PRESERVATION
CHECKLIST

table of contents

Table of Contents

i-v	ADMINISTRATION
ii.	Design District
iii.	Administration
iv-v.	Terms
1-7	SITE DESIGN
1.	Site Plan
2.	Street Relationship
3.	Lighting
4.	Parking
5.	Landscaping
6.	Stormwater
7.	Service Areas
9-14	BUILDING DESIGN
9.	Scale & Articulation
10.	Facade - Street Level
11.	Facade - Roofline
12.	Signage
13.	Projections
14.	Colors & Materials
15	WATERFRONT FACING REAR YARDS
17-18	BUIRESTORATION & PRESERVATION
17.	Cleaning & Restoration
18.	Architectural Details
19-23	CHECKLIST

Design District

Intent

The Mauston Downtown Design District is intended to encompass commercial and civic properties in the downtown area. The district includes historic structures that should be preserved and non-historic structures and uses that are candidates for redevelopment. "Historic" is a subjective designation not necessarily requiring official designation on a state or federal registry. All building or site improvement activities normally requiring a permit must conform to the standards defined herein.



Administration

Applicability

The Downtown Design Standards apply to all parcels in the Downtown Design Standards District, but they DO NOT compel unplanned modifications. Property owners or leaseholders that modify property must ensure that such modifications conform to these standards.

It is not the intent of these standards to require alterations beyond the scope of a proposed change, meaning that, for example, window replacements will not automatically trigger structural changes or awning changes.

Standards Vs. Recommendations

Required standards are located in the box at the bottom of each page. These standards will be enforced unless a waiver is granted. Each section of this manual also includes design “Recommendations”. Property owners/ leaseholders should consider these recommendations and the City may encourage conformance to the recommendations, but they will not be enforced as part of the City Zoning Ordinance.

Waivers

Applicants that do not believe they can or should follow a standard must negotiate with the Plan Commission for a waiver of that requirement. Waivers are granted by the Plan Commission on a case-by-case basis and are decided based on the applicant’s ability to demonstrate one or more of the following conditions:

- A) the required design feature cannot be met on the site
- B) the requirement would create undue hardship for the applicant as compared to other properties in the district
- C) the intent of the standards can be successfully met with an alternative design

Review Process

Applicants should review this Handbook at the beginning of the design process. The following items must be submitted for review:

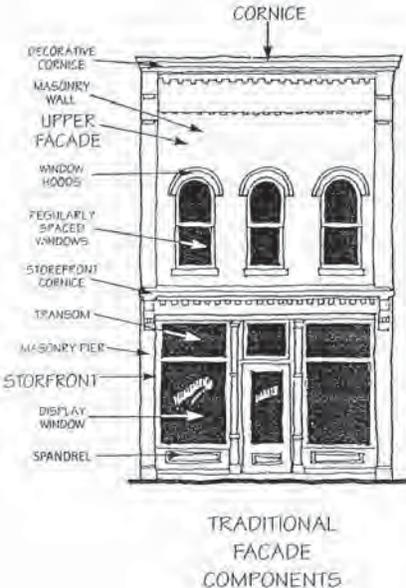
- Design Standards Checklist (see last pages of Handbook)
- Illustrations, Diagrams, Samples, and Spec Sheets

City staff completes an initial review and the City Administrator is authorized to approve those applications that both meet the standards and require no additional permit approval by the City. Applications determined by staff to NOT meet the standards, that require a site plan, and/or that require additional zoning or building permit approval will be forwarded to the Plan Commission for their review with any applicable staff notes. The applicant will be informed of the outcome of this initial review within five (5) business days of submittal and may decide at that time to withdraw or revise the submittal or to proceed to Plan Commission review.

Submissions must be made 45 days before a Plan Commission meeting. Applicants that wish to appeal the decision of Plan Commission may do so to the City Council. Requests for appeal should be made to the City Administrator.

Terms

Awning sign	a type of projecting, on-building sign consisting of a fabric or fabric-like sheathing material
Back-lit sign	a sign illuminated from within
Billboard sign <i>(off-premise advertising sign)</i>	a sign which directs attention to a business, commodity, service, or entertainment conducted, sold, or offered elsewhere than upon the premises where the sign is displayed.
Clear glass	glass that is not frosted, tinted or obscured in any way, allowing a clear view to the interior of the building
CMU, smooth-faced	a concrete masonry unit, commonly referred to as concrete block, having a smooth exterior finish
CMU, split-faced	a concrete masonry unit with a textured exterior finish
EIFS (Exterior Insulation Finishing System)	a building product that provides exterior walls with a finished surface, insulation and waterproofing in an integrated composite system
Footcandle	a unit of illumination produced on a surface, all points of which are one (1) foot from a uniform point source on one (1) candle
Functional public entrance	a building entrance that is unlocked during business hours and is designated for public use
Free-standing sign	a self-supporting sign resting on or supported by means of poles, standards, or any other type of base on the ground, the sole purpose of which is to support the sign.
Full-cutoff light fixture	a light fixture that does not allow light to escape above 90 degrees from vertical
Ground floor facade	the ground floor portion of the building exterior facing a public street (for measurement purposes, the ground floor facade includes the entire width the building and the first ten (10) feet above grade)
Lintel	the horizontal beam spanning an opening in an exterior wall
Monument sign	a type of free-standing sign whose bottom edge is located within one (1) foot of a ground-mounted pedestal
Parking lot	any parking area that has six (6) or more stalls

Parking stall	the area designated for a single vehicle to park
Pylon sign	a type of free-standing sign whose bottom edge is located more than one (1) foot above a ground-mounted pedestal or whose top edge is located more than six (6) feet high
Projecting sign	a type of on-building sign, other than a wall sign, which is attached to and projects more than one (1) foot from the building, generally perpendicular from the building face.
ROW (Right-of-way)	land reserved for public use, including streets and sidewalks
Spandrel	decorative wall panel that fills the space between a storefront window and the foundation below <i>(see traditional facade components)</i>
Traditional Facade Components	
Transom	a horizontal window above another window or door usually spanning the entire front facade <i>(see traditional facade components)</i>
Bufferyard	any permitted combination of distance, vegetation, fencing, and berming which results in a reduction of visual and other interaction with an adjoining property or right-of-way
Wall Sign	a type of on-building sign mounted parallel to a building facade or other vertical building surface, which projects less than one (1) foot from the building surface and which does not extend beyond the horizontal or vertical edge of any wall or other surface to which it is mounted.
Window sign	a type of sign mounted inside a building, either on the face of a window, or within two (2) feet of the window, so that the sign can be viewed through a window by the persons outside the building.



(intentionally left blank)

Site Plan

Intent

To ensure adequate design and review of site-related characteristics.

Examples

This plan shows pedestrian pathways, vehicular parking/circulation, and landscaping.



Standards

1. A site plan shall be submitted with the Design Standards Checklist and shall show all of the important features planned for the site, including, as applicable:

- Trash & Recycling Container Placement
- Pedestrian Pathways
- Vehicular Parking & Circulation
- Landscaping
- Stormwater Management Features
- Lighting

Street Relationship

Intent

To encourage streetscape enhancements that blend the public and private realms, enhancing the pedestrian experience.

Examples

The image of the left is an example of new construction that has a portion of the building set back from the street right-of-way, allowing extra room for a larger pedestrian zone.

The image on the right is an example of building on a corner with a public entrance off of State St.



Recommendations

- When appropriate within this standard, the siting of adjacent buildings should be considered when choosing the setback - a uniform setback is desirable to establish a more consistent “street wall” in the downtown area.
- Disabled access should be seamlessly incorporated into the building and site design. Facilities should be designed to provide inviting access to all users.
- The street frontage should have features that enliven the street, including, as appropriate, seating areas (benches, tables, or low seating walls), raised planters, and flower beds.

Standards

1. Primary structures **shall** be built to the front property line, unless a setback allows for a larger pedestrian zone. The following requirements **shall** be met to allow for a building setback:

- The space created **shall** provide an outdoor seating area, a hardscape plaza, or similar pedestrian space
- The portion of the building set back **shall** be within ten (10) feet of the public right-of-way (*Plan Commission may allow greater setbacks on a case-by-case basis*)
- Twenty-five (25) percent, or minimum of ten (10) feet, of the building width **shall** establish a hard edge at the public right-of-way using at least one (1) of the following techniques:
 - Build a portion of the primary structure to the front property line
 - Add a half-wall, a decorative fence, or landscaping to the front property line

2. A minimum of one functional building entrance **shall** be provided along the building facade facing the street. Buildings that face multiple streets **shall** provide an entrance facing the more prominent of the two streets.

Intent

To promote effective and attractive exterior lighting that does not produce glare or light pollution.

Examples

Three examples of full cutoff (post-mounted & building-mounted) fixtures that minimize glare and light pollution.

Picture on the left demonstrates how to mitigate light spillage onto adjacent residential or park spaces through the use of shielding.

Images on the right are examples of prohibited light fixtures: non-cutoff (middle) & light directed to the sky (right).



Recommendations

- Exterior lighting should be designed to complement the character of the building.
- Parking lots and pedestrian walkways should be illuminated uniformly and to the minimum level necessary to ensure safety. A greater number of lower-watt lights may be necessary to achieve this guideline.
- Exterior lighting should be energy efficient and should render colors as accurately as possible (i.e. white light rather than green or yellow light). Preferred light types include: LED, fluorescent, and high-pressure sodium.

Standards

1. Spec sheets **shall** be submitted with the Design Standards Checklist for each exterior light fixture to be used.
2. All exterior building and parking light fixtures **shall** be full cutoff. Lights directed towards the sky are **prohibited** (excludes landscape light fixtures).
3. Parcels abutting or across the street from residential or park uses **shall not** have light spillage in excess 0.5 footcandles as measured horizontally, five (5) feet above the ground level at the property line of the affected parcel line.

Parking

Intent

To provide parking lots that are safe for drivers and pedestrians, while mitigating the visual and environmental impacts.

Examples

The diagram provides an example of two properties sharing parking with a single row of parking on the side yard and two rows in the rear yard.

The top two pictures illustrate the required landscape buffer between parking and the public sidewalk.

The lower pictures shows bike racks that allow proper bike frame locking (encouraged) and bike racks that do not allow for proper frame locking (discouraged).



Recommendations

- Shared parking lots are encouraged to reduce total impervious surfaces, reduce access points to the street (and across sidewalks), and provide more convenient access for customers.
- Bike racks, designed to allow a U-shaped lock that secures the frame to the rack, are encouraged. It is suggested that each structure should have a minimum of two (2) bicycle parking spaces, though businesses serving bike tourists should have more.
- Concrete curbs are encouraged along all parking and drive areas to protect landscaping and pedestrian ways. Curbs may feature gaps to allow stormwater flow into infiltration basins.

Standards

1. New off-street parking in front of the building is **prohibited**, unless authorized by Plan Commission. Side yard parking **shall not** be more than sixty-four (64) feet wide (necessary space needed for two rows of parking with a drive aisle).
2. Parking stalls and drive aisles **shall** be separated from the public right-of-way by a planted landscape buffer. The depth of this buffer **shall** be four (4) feet or equal to the building setback, whichever is greater.
3. Walkways **shall** be provided to connect the building entrance to the public sidewalk. Walkways that cross parking areas or a drive aisle **shall** be clearly identified, either with different paving materials (such as brick/colored concrete) or with painted crosswalk striping.

Landscaping

Intent

To highlight and protect pedestrian routes, guide the safe flow of vehicular traffic, improve the appearance of the parking area, and reduce the negative ecological impacts created by parking lots (heat gain, stormwater runoff volume and contaminants).

Examples

A 3-foot high buffer along the public sidewalk defines and separates private parking areas from the public street realm. This improves aesthetic appearance and the pedestrian experience.

The pictures to the right illustrates ways to screen parking areas abutting the sidewalk.



Recommendations

- Yard areas not used for off-street parking are encouraged to be attractively landscaped (trees, shrubs, plants or grass lawns), screening parking and service areas from adjacent properties so as not to impair the values of the adjacent properties.
- Decorative fences, walls, and/or landscaped edges are strongly encouraged in order to screen parking areas from the street and views from Riverside Park.
- Indigenous plants with low water and pesticide needs are strongly encouraged (work with local nurseries in developing the landscaping plan).

Standards

1. Landscape design **shall** conform to the requirements of the City's Landscaping and Bufferyard Ordinance (*Chapter 22: Article 4*).
2. Plantings and low fences located between parking areas and public right-of-way **shall not** obscure vision between three (3) and eight (8) feet above ground for pedestrian safety. Trees and bushes that would naturally obscure this zone at maturity **shall not** be used.

Stormwater

Intent

To reduce the negative ecological impacts created by parking lots (heat gain, stormwater runoff volume and contaminants).

Examples

The pictures at right provide examples of rain gardens and bioretention areas within or near parking lots.



The images on the left are examples of permeable surfaces: porous concrete (top) and paving blocks (lower).



Picture on the right is an example of a green roof.



Recommendations

- Where possible, use rain gardens and bioretention basins to mitigate run-off and filter pollutants.
- Where large paved areas, such as parking lots, are required, it is recommended that permeable surfaces, pervious asphalt, pervious concrete, or special paving blocks are considered.
- Green roofs are encouraged.

Standards

1. On-site stormwater management systems **shall** be designed to meet the requirements of City Ordinance Chapter 22: Article 4 and Wisconsin Statutes Chapter NR 151 (1 acre or greater land disturbance).

Service Areas

Intent

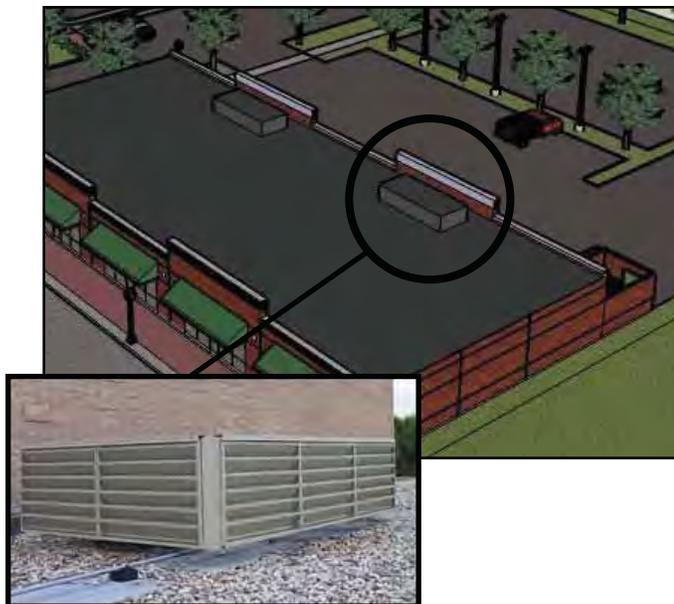
To improve the appearance of the downtown area.

Examples

Good examples of how to hide service areas: by a wooden fence with landscaping (right) or by a brick wall with landscaping (left).



Example of a building facade screening rooftop mechanical from ground view.



Recommendations

- Screening should be compatible with building architecture and other site features.

Standards

1. Trash Containers, recycling containers, street-level mechanical equipment (gas meters, air conditioners, etc.) and rooftop mechanical equipment **shall** be located or screened so that they are not visible from a public street, waterfront or adjacent properties. Electrical service boxes are excluded from this requirement.
2. Placement of service boxes **shall** be located away from pedestrian zones. Preferred locations are in the side yard or in the rear yard within twenty (20) feet of the building plane.



(intentionally left blank)

Scale & Articulation

Intent

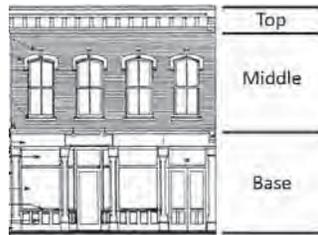
To establish and maintain a consistent street wall that provides visual interest and human scale.

Examples

The diagram (top left) illustrates a traditional storefront, featuring a base, middle, and top.

The images on the right demonstrate how a vertically proportioned building (lower) relates to the existing downtown character and a horizontally proportioned building (upper) does not.

The picture on the lower left provides an example of a horizontal expression line.



Recommendations

- A full two story building is strongly encouraged, wherever feasible.
- All new buildings are encouraged to utilize details or changes in materials to create a discernible base, middle and top.
- New buildings should incorporate horizontal expression lines from existing buildings within the same block whenever practical.

Standards

1. New buildings **shall** be between twenty-four (24) feet (2 stories) and forty-five (45) feet, except where permitted by conditional use by the Plan Commission (*per the City's zoning ordinance requirements*).
2. New buildings **shall** establish vertical proportions for the street facade, and for the elements within that facade (windows, doors, structural expressions, etc). Any building with a total width equal to or greater than its height **shall** utilize one or more of the following techniques: expression of structural bays, variations in material, variation in the building plane, and/or vertically-proportioned windows.
3. New buildings **shall** utilize a horizontal expression line that projects at least two (2) inches from the building facade to articulate the transition between the first floor and upper floors.
4. A detailed elevation of each exposed building facade and any neighboring buildings **shall** be submitted with the Design Standards Checklist.

Facade - Street Level

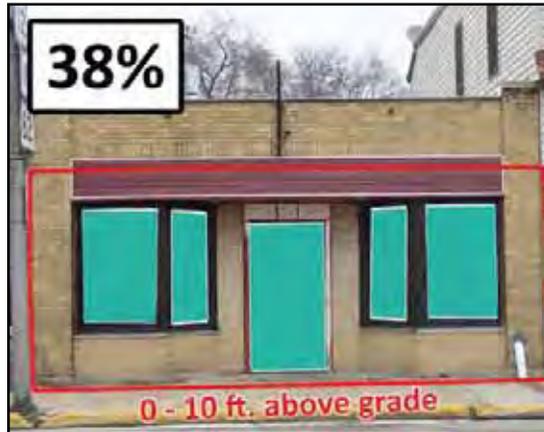
Intent

To reinforce the existing character of downtown area, and to enliven and activate the public streets.

Examples

The picture on the left illustrates an existing building on State Street that meets the 35% clear glass requirement.

The images on the right provide examples of buildings incorporating human-scaled elements, including large windows which activate the street.



Recommendations

- The base of the building should include elements that relate to the human scale. These should include doors, windows, texture, projections, awnings, ornamentation, etc.
- Downtown buildings should activate the street by providing significant visibility through the ground floor facade to activities or displays within the building.
- The use of reflective or dark-tinted glass is discouraged, especially at the ground level.
- All building faces should use design features (i.e. window proportions, expression of the structural bays, etc.) similar to the primary front facade.

Standards

1. A discernible “base” **shall** be established. The base **shall** be at least two (2) feet in height, but may include the entire first floor.
2. Buildings **shall** have a ground floor facade that is comprised of at least thirty-five (35) percent clear glass. A minimum of two (2) feet **shall** be maintained between the glass and any interior dividers to allow for product display.
3. Any secondary facade facing a public street (corner buildings) **shall** utilize the same design features as the primary front facade, extending a minimum of eight (8) feet from the primary facade. Exceptions may be granted if terminated at an architectural detail (i.e. expression of structural bay, variation in building plane, etc.).
4. A diagram illustrating the percentage transparent glass on each street-facing facade **shall** be submitted with the Design Standards Checklist.

facade **Facade - Roofline**

Intent

To reinforce the existing character of downtown area, and to provide variety and visual interest.

Examples

The pictures on the right provide examples of unique, decorative cornices, creating a discernible top to the buildings.



The example on the left does not meet these standards as the roofline is parallel to the street

The example on the right has a low-slope roof, which does not relate the existing downtown character.



Recommendations

- Parapet walls with cornices are encouraged, pitched roofs or pediment roofs may be approved if appropriate to the site and style of the building.
- Unique and decorative cornice designs are encouraged to generate character and building identity.

Standards

1. A positive visual termination at the top of the building **shall** be established, using either a pitched roof with gable(s) facing the street or a flat roof with a defined cornice.
2. Pitched roofs **shall** have a slope no less than 5:12.
3. An accurately-measured elevation drawing that illustrates the full rooflines of the proposed buildings and any neighboring buildings **shall** be submitted with the Design Standards Checklist.

Signage

Intent

To promote effective and attractive signage that complements the building's architectural character and reflects the pedestrian scale of the district.

Examples

Examples of preferred signage (window, awning, wall, & projecting); appropriate signage (monument & neon-interior usage); and prohibited signage (back-lit, neon, pylon & roof).

The projecting sign provides an example of a sign illuminated from above.



Window Sign



Awning & Wall Signs



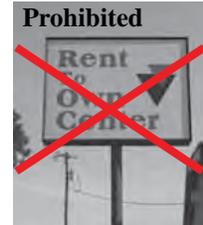
Projecting Sign



Monument Sign



Neon (interior usage) Sign



Back-lit, Pylon Sign



Large Neon, Roof Sign

Recommendations

- Preferred sign types include: building mounted facing the street, window, projecting and awning.
- Signage should be integrated with the architectural concept of the development in scale, detailing, use of color and materials, and placement. Creative, detailed, artistic and unique signage is encouraged.

Standards

1. All signs **shall** conform to the design and maintenance requirements of the City's Sign Ordinance (Chapter 22: Article 8) and a sign permit must be acquired.
2. **Prohibited** sign types include: roof-mounted, back-lit, pylon, neon (excludes interior usage), and billboard signs.
3. Free-standing signs, if used, **shall** utilize monument-style design, and shall extend no higher than six (6) feet above the mean street grade.
4. Any exterior lights **shall** be mounted above the sign and directed downwards. This standard applies to all signs, including free-standing monument signs.

Projections

Intent

To reinforce the existing character.

Examples

Building projections provide shelter and architectural character.

Mounting awnings below the horizontal expression line with lighting from above provides for a more attractive building facade (images on the left). Additionally, lighting from above cuts down on sky glow (light pollution).

Canopies do not relate to the existing character of the downtown area (image in the lower right).



Recommendations

- Use of ground floor awnings is strongly encouraged.
- Fabric or soft vinyl awnings are preferred.
- Awning colors should relate to and complement the primary colors of the building facade.
- Canopies (flat projections from the building facade) are discouraged.
- Upper floor projections into the minimum building setback are allowed, including balconies, bay windows, and awnings.

Standards

1. Awnings **shall** be at least three (3) feet in depth and the underside of the projection shall be at least eight (8) feet above the sidewalk.
2. Awnings using wood or shingle components are **prohibited**.
3. Awnings may be lit from above, and/or may feature lighting beneath to illuminate the sidewalk; however, glowing awnings (backlit, light shows through the material) are **prohibited**.
4. Awnings **shall** be mounted below the horizontal expression line that defines the ground floor.
5. Upper floor projections **shall not** extend more five (5) feet into the public right-of-way.

Colors & Materials

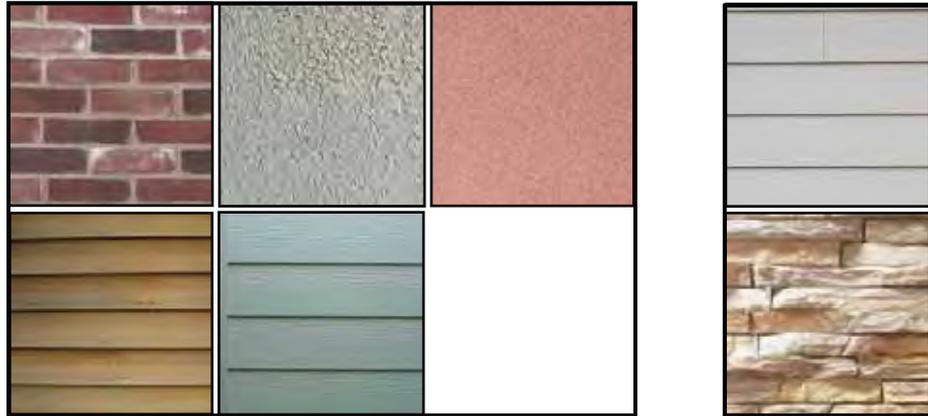
Intent

To reinforce the existing character, and to provide for variety and visual interest.

Examples

The images within the box on the left are preferred building materials (from top left to bottom right): kiln-fired brick, stucco, terra cotta, wood siding, and fiber cement siding.

The images within the box on the right are permitted building materials: vinyl siding (top) & cultured stone (bottom).



Recommendations

- Muted tones are preferred for the primary facade color.
- Bright colors are discouraged for the primary facade color, but are acceptable as a secondary color to highlight expression lines or details.
- Preferred exterior finish materials include kiln-fired brick, stucco, terra cotta, wood siding and details, and fiber cement siding.
- Permitted exterior finish materials include vinyl siding, high-quality cultured stone or brick veneer.
- EIFS (Exterior Insulation and Finish System) is discouraged as a principle facade material, especially at ground level where susceptible to damage, but is acceptable above the ground floor and as an accent material.

Standards

1. Day-glo or fluorescent colors are **prohibited**.
2. Vinyl siding is **prohibited** on the primary front facade. If used on the other sides of the building, it **shall** be at least 0.044" in thickness.
3. **Prohibited** building materials include gravel aggregate materials, stone or cultured stone in a random ashlar pattern, rough-sawn wood siding, polished stone, and panelized products.
4. All exposed sides of the building shall use similar or complementary materials as used on the front facade.
5. Any secondary facade facing a public street (corner building) shall utilize the same materials as the primary front facade, extending a minimum of eight (8) feet from the primary facade. Exceptions maybe granted if terminated at an architectural detail (i.e. expression of structural bay, variation in building plane, etc.).
6. A picture and a sample of each exterior material and a facade illustration that indicates colors and materials **shall** be submitted with the Design Checklist.

Waterfront Facing Rear Yards

Intent

To increase awareness of and appreciation for the Lemonweir River (*and Riverside Park*), and to improve the appearance of the business district as seen from the river.

Examples

Image on the left is a good example of an attractive rear entrance with an awning, glass doors, plantings, and rear windows.

Image of the right provides an example of a rear yard designed with an outdoor patio.



Recommendations

- Business uses facing the river are encouraged, especially recreation and tourist-oriented uses. If the use has entrances from both State Street and Mansion Street, the State Street entrance should be treated as the primary entrance.
- Rear entries should be inviting and attractive. Options to achieve this goal include a glass door, ample windows, signage identifying the business, awning or canopy above the doorway, appropriate lighting, landscaping, planter boxes, etc.
- Rear patios and decks that allow views of the Lemonweir River and Riverside Park are strongly encouraged.
- Pedestrian connections to the Riverside Park are strongly encouraged.

Standards

1. Buildings on properties near the Lemonweir River and/or Riverside Park are highly visible from the park and **shall** be designed, constructed and maintained to ensure an attractive appearance from the park. Materials selected for facades facing Mansion Street, including accessory uses, may differ from those approved for the State Street facade but general design treatment and color schemes **shall** be consistent around all sides of the building.
2. Outdoor storage of any kind, excluding seasonal retail product displays, **shall** be screened from view from the river and from neighboring parcels.
3. All plantings within 50 feet of the water's edge **shall** be native, noninvasive species.



(intentionally left blank)

cleaning & restoration

Intent

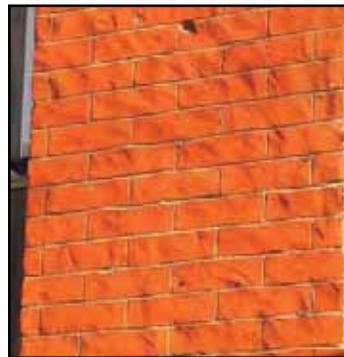
To promote the appropriate preservation and restoration of existing architectural features in Downtown Mauston.

Examples

The top right image provides an example of a reconstructed architectural pediment.

The before and after images on the right shows a restoration project that removed siding in order to reveal the existing brick and architectural details.

The image in the lower right shows the negative effects of sandblasting brick work.



Recommendations

- Firms that specialize in historic preservation are recommended both for cleaning and repair (contractors) and for wholesale recreation of historic elements (architects).
- If restoration is not feasible, new elements should be designed that replicate or are at least consistent with the character, materials and design of the original building.
- Building owners are encouraged to use a "historic" color for the primary facade color. Many of the major paint manufactures such as Pratt & Lambert, Benjamin Moore, Sherwin Williams publish "historic color" sample charts which are available at paint dealers.
- Previously obscured design details should be revealed and restored, whenever feasible.

Standards

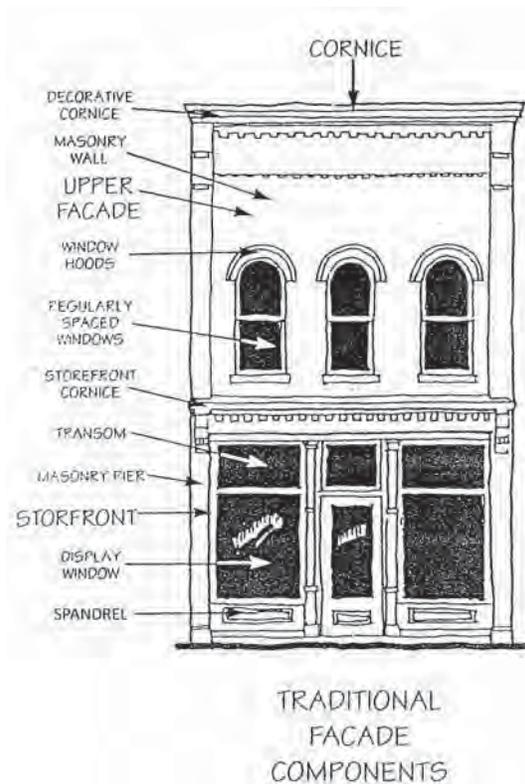
1. Architectural details **shall not** be obscured or covered up by siding, awnings or signage.
2. Chemical or physical treatments, such as sandblasting, to existing painted brick or stone is **prohibited**. If necessary, surface cleaning **shall** use the gentlest means possible.

Architectural Details

Intent

To promote the appropriate preservation and restoration of existing architectural features in Downtown Mauston.

Examples



Recommendations

- Building owners are strongly encouraged to remove materials which cover the transom. If the ceiling inside has been lowered below the transom, it is recommended that the ceiling be raised for a few feet behind the transom.
- If the original spandrel is in poor condition or is missing, building owners are strongly encouraged to reconstruct it with materials consistent with the size and design of the original panels.
- Replacement doors and windows on a historic building should maintain the historic character of the building by matching the original material, proportions, design, etc.

Standards

1. Infilling existing spandrels with concrete block (unless it matches the primary facade material) is **prohibited**. Brick, if used to infill the spandrel, **shall** match the building as closely as possible in size, color, and texture.

2. Building owners **shall** consult the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Revised 1990).

Checklist

Instructions

This checklist must accompany the submission of any application for a building permit in the Downtown Design Standards Overlay District (interior alterations excluded). If a section does not address the modification or addition of the building permit, then fill in the "does not apply" box and leave the remainder of that section empty. Sections that address the building permit must be completed in full with checks on the elements completed and cross outs on those standards that do not apply.

Applicant City Staff PC

NA **Site Plan Standards**

Comments (office use only):

1. Site Plan submitted, including (as applicable):			
<input type="checkbox"/> Trash and recycling containers			
<input type="checkbox"/> Pedestrian pathways			
<input type="checkbox"/> Parking and circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Landscaping			
<input type="checkbox"/> Stormwater management features			
<input type="checkbox"/> Lighting			

NA **Street Relationship Standards**

Comments (office use only):

1. Primary structure is built to front property line, or is setback to allow for a larger pedestrian zone, meeting the THREE following requirements:			
<input type="checkbox"/> Provides outdoor seating area, hardscape plaza, etc.			
<input type="checkbox"/> Building within 10 feet of the public R.O.W.			
<input type="checkbox"/> 25% (or minimum of 10 ft.) of the building establishes a hard edge at the public R.O.W.			
2. A functional building entrance is provided on the facade facing the (most prominent) street			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA **Lighting Standards**

Comments (office use only):

1. Exterior light fixture spec sheets submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exterior lights are full cut-off & not directed to the sky (excluding landscape light fixtures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Light spillage does not exceed 0.5 footcandles at property line adjacent to residential/park uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist

Applicant City Staff PC

NA

Parking Standards

Comments (office use only):

1a. No new off-street parking in front of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. Side yard parking does not exceed 64 ft. wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Parking stalls & drive aisles separated by a planted landscape buffer (4' or equal to bldg setback)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3a. The building entrance has a walkway connecting to the public sidewalk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. Walkways crossing parking areas and a drive aisle are clearly marked (different material or with a painted crosswalk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA

Landscaping Standards

Comments (office use only):

1. Conforms to Mauston's Landscaping and Bufferyard Ordinance (Chapter 22:Article 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Low fences and plantings located between parking areas and public R.O.W. do not obscure vision between 3' - 8' above ground (planting at maturity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA

Stormwater Standards

Comments (office use only):

1. On-site stormwater management systems are designed to meet the following requirements:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> City Ordinance CH 22: Article 4			
<input type="checkbox"/> WI Statutes CH: NR151 (1 acre or greater)			

NA

Service Areas Standards

Comments (office use only):

1. Trash/recycling containers and roof/street-level mechanical equipment are located or screened so that they are not visible from a public street (excluding electrical service boxes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Service boxes are located away from pedestrian zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant City Staff PC

NA

Scale & Articulation Standards

Comments (office use only):

1. The building is between 16-45 ft. high (2-4 stories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. New building establishes vertical proportions for the street facade & for elements w/in the facade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. Building with a total width (= or >) to its height utilizes at least ONE of the following techniques:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> expression of structural bays			
<input type="checkbox"/> variations in material			
<input type="checkbox"/> variation in the building plane			
<input type="checkbox"/> vertically-proportioned windows			
3. New buildings utilize a horizontal expression line that projects at least 2" from the building facade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Submitted detailed elevation of each exposed building facade and its neighboring buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA

Facade - Base Standards

Comments (office use only):

1. A "discernable" base of at least 2 feet in height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. At least 35% of ground floor facade is clear glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. Minimum of 2 feet maintained between the glass and any interior dividers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Secondary facades facing any public street utilizes the same design features as the primary front facade (minimum of 8 feet from primary facade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A transparent glass percentage diagram of each street-facing facade is submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA

Facade - Top Standards

Comments (office use only):

1. The building has a pitched roof with a gable facing the street or a flat roof with a defined cornice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Pitched roofs have a slope no less than 5:12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. An accurately-measured elevation drawing that illustrates the full rooflines of the proposed building & any neighboring buildings is submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist

Applicant City Staff PC

NA

Sign Standards

Comments (office use only):

1. All signs conform to the design & maintenance requirements of the City's Sign Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. No roof-mounted, back-lit, pylon, neon (excludes interior usage) & billboard signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Free-standing signs utilize monument-style design & are no higher than 6' above mean street grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Exterior lights illuminating a sign are mounted above the sign and are directed downwards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA

Projections Standards

Comments (office use only):

1. Awnings are at least 3' deep and at least 8' above the sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. No awnings with wood or shingle components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. No glowing/back-lit awnings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Awnings are mounted below the horizontal expression line that defines the ground floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Upper floor projections do not extend more than 5' into the public R.O.W.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA

Colors & Materials Standards

Comments (office use only):

1. No day-glo or fluorescent colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. No vinyl siding on the primary front facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. Vinyl siding used on any facade other than the front facade is at least 0.044" in thickness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3a. No gravel aggregate materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b. No stone or cultured stone in a random ashlar pattern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c. No rough-sawn wood siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3d. No polished stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3e. No panelized products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All exposed sides of the building use similar or complementary materials as used on the front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Any secondary facade facing a public street is utilizing the same materials as the primary facade, extending at least 8' from primary facade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. A picture & sample of each exterior material, and a facade illustration that indicates colors & materials are submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant City Staff PC

NA

Waterfront Facing Rear Yards Standards

Comments (office use only):

1a. Buildings are designed, constructed & maintained to ensure an attractive appearance from the Riverside Park and Lemonweir River	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b. General design treatment and color schemes are consistent around all sides of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Outdoor storage (excluding seasonal retail product displays) are screened from view from the waterfront and from neighboring parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All plantings within 50 feet of the water's edge is native, noninvasive species.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA

Cleaning & Restoration Standards

Comments (office use only):

1. Architectural details are not obscured or covered up by siding, awnings or signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. No chemical or physical treatments to existing painted brick or stone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b. Surface cleaning shall use the gentlest means possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NA

Architectural Details Standards

Comments (office use only):

1. No infilling existing spandrels with concrete block unless it matches the primary facade material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Consult the Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Revised 1990)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>