



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

*****AMENDED AGENDA*****
Architectural Review Board Agenda
Wednesday, June 3, 2020

*****4:00 p.m.*** at Sussex Civic Center – Village Board Room Second Floor**

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Sussex Architectural Review Board, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location.

Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

- I. Consideration and possible action on the minutes of April 22, 2020.
- II. Consideration and possible action on second floor deck railing for Belfast Station N64W23246 Main Street.
- III. Consideration and possible action on roof pitch for residential homes in Woodside Preserve and Woodside Trails subdivision, presentation by Neumann Developments.
- IV. Adjournment.

Anthony LeDonne
Chairperson

Jeremy Smith
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Architectural Review Board (ARB) meeting held on April 22, 2020. This meeting was held virtually due to the Governor's emergency safer at home order due to COVID-19 virus.

Assistant Development Director Kasey Fluet called the meeting to order at 10:00 a.m.

Fluet asked the members to appoint a Chair Person Pro Tem, a motion from Granicki, seconded by Zoellick to appoint Amanda Schauer Chair Person Pro Tem for this meeting.

Motion carried.

Members present: Greg Zoellick, Amanda Schauer, and Melissa Granicki.

Members absent:

Others present: Kasey Fluet, Assistant Development Director (ADD).

Consideration and possible action on the minutes of March 11, 2020.

A motion by Granicki, seconded by Zoellick to approve the minutes of the meeting held on March 11, 2020.

Motion carried.

Consideration and possible action on the site, architectural, lighting and landscape for Prestwick Group-Stirling building (W248N5565 Executive Drive).

John Kutz from MSI was present for this meeting.

Fluet reviewed the site plan, the plan does not show a dumpster enclosure. Kutz stated they will work on a location and plan for the enclosure to match the building and submit to be reviewed.

Site – it was consensus of the ARB the site plan meets the requirements and the plan for the dumpster enclosure can be reviewed by the ADD for approval.

Architecture – It was the consensus of the ARB the architecture plan meets the requirements.

Lighting – It was the consensus of the ARB the lighting plan meets the requirements.

Landscape – It was the consensus of the ARB to require two additional evergreen trees to be planted along Executive Drive to screen the dock doors, this would then meet the requirements.

Sign- No plan was submitted. Any plans for signage would need to be reviewed by the ADD to determine if the plan would need to be reviewed by the ARB.

A motion by Granicki, seconded by Zoellick to approve the site, architectural, lighting and landscape plans for Prestwick Group-Stirling building subject to any following conditions.

- Add a dumpster enclosure to match the building, subject to approval by the ADD.
- A sign plan to be submitted to be reviewed

Motion carried.

A motion by Granick, seconded by Schauer to adjourn the meeting at 10:16 a.m.

Motion carried.

Respectfully submitted,
Kasey Fluet, Assistant Development Director



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MEMORANDUM

TO: Architectural Review Board
FROM: Kasey Fluet, Assistant Development Director
RE: ARB meeting for June 3, 2020
DATE: May 27, 2020

The following is background information for the ARB agenda items. Please refer to the Design Standards dated March 25, 2014.

I. Consideration and possible action on the ARB minutes from the April 22, 2020 meeting.

II. Consideration and possible action on second floor deck railing for Belfast Station N64W23246 Main Street.

This site is zoned B-4 Central Mixed Use District. The owner would like to make a modification to the building and because the building is located in the Downtown district the ARB reviews changes. Mr. Russell needs to repair the second floor deck of the building and is requesting to change the fence railing to use a vinyl fence material the color will be black (see photos).

Policy question:

Is there any concern with the new railing, material or color?

Staff Recommendation: Staff recommends the ARB recommend approval of the fence railing, material and the color should be black to match the building trim for Belfast Station N64W23246 Main Street.

III. Consideration and possible action on roof pitch for residential homes in Woodside Preserve and Woodside Trails subdivision, presentation by Neumann Developments.

This site is zoned RS-2 and RS-3 Residential District. Neumann Developments is the developer for the new Woodside Preserve 17 lot subdivision, a continuation of Woodland Creek Drive and Woodside Trails 91 lot subdivision, east of Coldwater Creek subdivision and south of Plainview Road. The developer is in the process of writing the restrictive covenants which provides guidelines for the subdivisions architectural control board. In accordance with Section 4: Buildings & Structures of the Design Standards we require the following:

4.4 Residential Structures Building Materials and Architectural Details

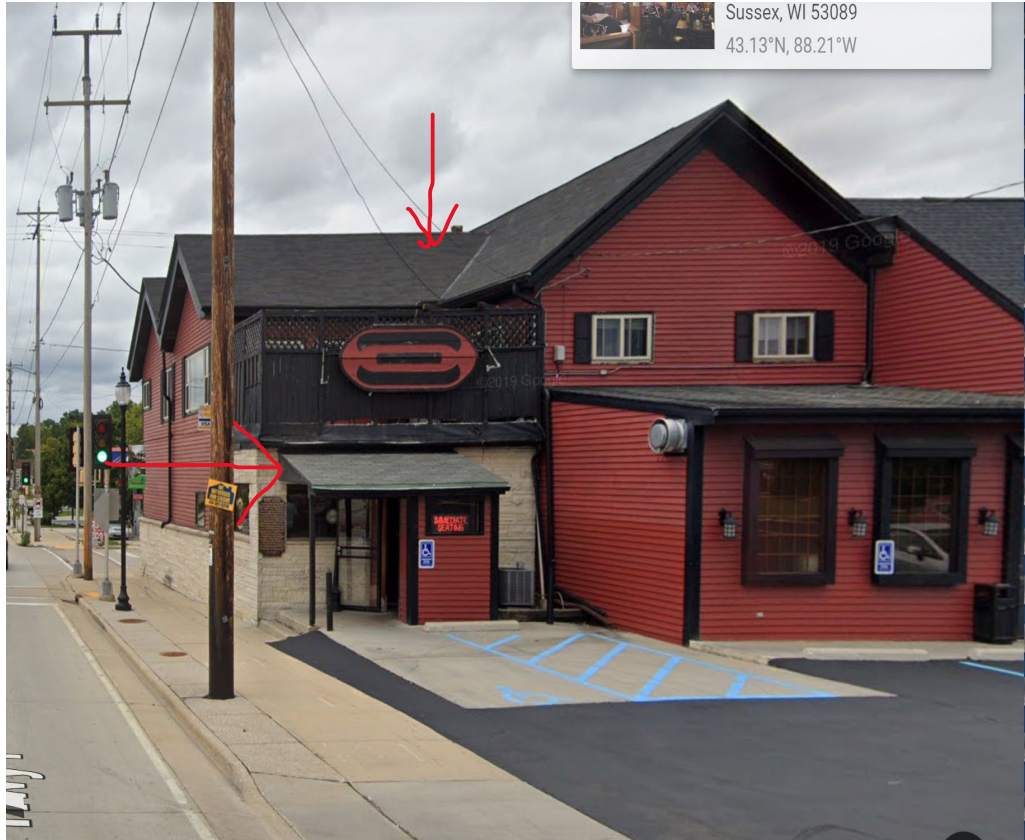
c) Roof Pitch, Roof Materials and Roof Overhangs. The roofs of all dwelling units shall have a minimum pitch of eight (8) feet in height for each twelve (12) feet in length (8/12) for all dwelling units. The roof of a dwelling unit shall be covered with architectural dimensional shingles. Roof overhangs of the dwellings unit shall be a minimum of twelve (12) inches at the eaves and three (3) inches at gable ends.

The developer is requesting the ARB to consider to allow the two subdivision residential homes with a roof pitch less than 8/12 (see presentation).

Policy question:

Are there any concerns with a roof pitch less than 8/12 for these subdivisions?

Staff Recommendation: Staff recommends the ARB give direction to Neumann Developments.





ARCHITECTURAL REQUIREMENTS FOR WOODLAND TRAILS AND WOODLAND PRESERVE

WOODLAND PRESERVE

- Minimum Home Size
 - One Story = 1900 square feet
 - More than one story = 2200 square feet
- Garages
 - Two car minimum of 440 square feet
 - Side entry required
 - Decorative garage doors required
- Roof
 - Architectural/dimensional singles required
 - 6/12 roof pitch minimum 8/12 front facing gables (differs from Sussex Design Standards)
- Exterior Finishes
 - Natural materials (allows Cement Board siding) – aluminum soffit and fascia permitted
 - 6” trim at corners
 - 4” trim at windows and doors
 - Masonry to terminate at interior corner or 6” corner board if inside not possible
 - Minimum of 2-3 architectural elements per side

WOODLAND PRESERVE EXAMPLE ARCHITECTURE



WOODLAND TRAILS

- Minimum Home Size
 - One Story = 1600 square feet
 - More than one story = 1800 square feet
- Garages
 - Two car minimum of 440 square feet
 - Decorative garage doors required
- Roof
 - Architectural/dimensional singles required
 - 6/12 roof pitch minimum 8/12 front facing gables (differs from Sussex Design Standards)
- Exterior Finishes
 - Natural materials (allows Cement Board siding) – aluminum soffit and fascia permitted
 - 6” trim at corners
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WOODLAND TRAILS EXAMPLE ARCHITECTURE



ACC CONTROL AND ENFORCEMENT

- Declaration of Protective Covenants recorded in Register of Deeds
- All Buyers receive copy of Declaration of Protective Covenants and copy of ACC checklist
- Formal application reviewed and tracked for compliance through Neumann Developments Architectural Control Committee
- Approval letter granted to be submitted with Building Permit application