

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Architectural Review Board (ARB) meeting held on June 3, 2020.

Chairperson LeDonne called the meeting to order at 4:02 p.m.

Members present: Greg Zoellick, Gary Foxe, Mike Knapp, Anthony LeDonne and Melissa Granicki.

Members absent: None

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

Consideration and possible action on the minutes of April 22, 2020.

A motion by LeDonne, seconded by Zoellick to approve the minutes of the meeting held on April 22, 2020. Motion carried.

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

Bruce Russell owner of Belfast Station was present for this matter.

Mr. Russell stated the second floor deck and railings have become unsafe and they need to replace them. Mr. Russell reviewed the two types of fences to be considered (photo attached) he stated the fence will be black just like it is now. Mr. Russell stated the closed fence is about 6 feet tall and the open rail is about 4 feet tall. It was the consensus of the ARB the fence needs to meet the building code requirements for second floor decks.

A motion by LeDonne seconded by Knapp to approve the open rail fence is acceptable in the color black and the fence rails and height are to meet the building code requirements. Motion carried.

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

Fluet reviewed the memo (copy attached). Fluet stated we had another developer come before the ARB with house plans with roof pitch less than 8/12 and the ARB approved those plans.

Steve Declene from Neumann Developments was present for this matter.

Mr. Declene reviewed the power point (copy attached). The house designs will have an 8/12 gable pitch in front but the body of the house will be 6/12. Woodland Preserve homes also require 20% stone or brick accent material on the front elevation and Woodland Trails will require 10%. Knapp asked if there is a big cost difference. Declene stated there is but also the workers don't like working on a roof that high. Granicki asked if the Design Standards determines the square footage of the home. Fluet stated it is in the zoning code or it is stated in the rezone of the property. LeDonne asked when the roof pitch requirement was added to the Design Standards. Fluet stated March 2014.

A motion by LeDonne seconded by Granicki to allow the 8/12 roof pitch for the front and the body of the home no less than 6/12 for the homes in the Woodland Preserve and Woodland Trails subdivision. Motion carried.

A motion by LeDonne, seconded by Knapp to adjourn the meeting at 4:40 p.m. Motion carried.

The next ARB meeting will be July 8, 2020 at 4:00 p.m.

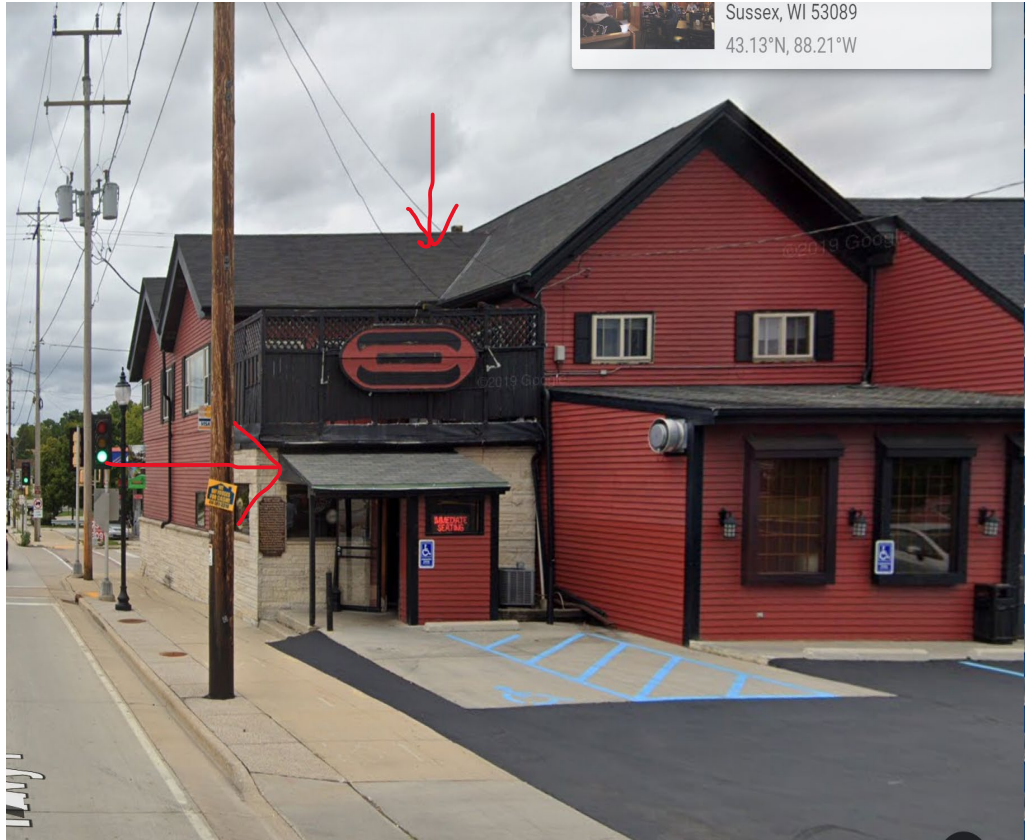
Respectfully submitted,
Kasey Fluet, Assistant Development Director



Railings with or without lights



Fence





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Phone (262) 246-5200
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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
 - 4” trim at windows and doors
 - Masonry to terminate at interior corner or 6” corner board if inside not possible
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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