



11333 N. Cedarburg Road
Mequon, WI 53092
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www.ci.mequon.wi.us

Office of the City Administrator

PUBLIC WELFARE COMMITTEE

Tuesday, February 13, 2024

6:00 PM

Lower Conference Room

Agenda

1) Call to Order

2) Approval of Meeting Minutes

Action requested: review and approve

1. January Meeting Minutes

3) Ordinances

Action requested: review and recommend approval

1. **ORDINANCE 2024-1659** An Ordinance Amending Chapters 10 and 58 of the Mequon Municipal Code in Connection with Approvals by the City's Architectural Review Board, and Adopting Updates to the Board's Guidelines for Residential Structures

4) Discussion

1. 2025 Community Survey Process Timeline

5) Work Calendar

6) Adjourn

Dated: February 13, 2024

/s/ Dale Mayr, Chair

.....
Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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Office of the City Administrator

PUBLIC WELFARE COMMITTEE

Tuesday, January 9, 2024

6:30 PM

Lower Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Dale Mayr
 Alderman Gregg Bach
 Alderman Kathleen Schneider

Also Present: Assistant City Administrator Schoenemann, City Attorney Sajdak, and Executive Assistant Enea

2) Approval of Meeting Minutes

a. November Meeting Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Bach

SECONDED BY: Alderman Schneider

AYES: Mayr, Bach, Schneider

3) Ordinances

Action requested: review and recommend approval

a. An Ordinance Repealing and Recreating Chapter 62 of the Mequon Municipal Code Relating to the Regulation of Signs Within the City

City Attorney Sajdak provided the Committee with an overview of the Sign Code changes. The few comments that were given after his presentation to the Committee of the Whole in September were incorporated, but nothing significant. The changes were then sent to the Planning Commission for approval. Attorney Sajdak shared there are no set standards for Sign Codes and the standards that do exist are hard to incorporate into the City's code to make it easy to use. Alderman Mayr questioned the language on page 9, Section 1 under Findings & Purpose and for (a) (2) to match (a) (3) when talking about individuals, groups of people, and businesses. The Committee agreed with Alderman Mayr's amendment.

Attachment: PW Minutes 010924 (9129 : January Meeting Minutes)

Lastly, the Committee had a short discussion regarding staff provisions, electronic signs, and right of way setback requirements before proceeding to a vote.

RESULT: **Approved with Amendments [Unanimous]**

MOVED BY: Alderman Schneider

SECONDED BY: Alderman Bach

AYES: Mayr, Bach, Schneider

4) Work Calendar

Architectural Board Changes will return to the Committee for discussion in February.

5) Adjourn

Alderwoman Schneider moved to adjourn at 6:56 P.M. and Alderman Bach seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant



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Office of Community Development

TO: Public Welfare Committee
FROM: Jac Zader, Assistant Director Community Development
DATE: February 13, 2024
SUBJECT: ORDINANCE 2024-1659 An Ordinance Amending Chapters 10 and 58 of the Mequon Municipal Code in Connection with Approvals by the City's Architectural Review Board, and Adopting Updates to the Board's Guidelines for Residential Structures

Background

The Department of Community Development is advancing proposed changes to the City Code as it relates to the Architectural Board, including its Guidelines for Residential Structures. The attached language is a final draft of amendments that were approved by the Planning Commission at its January 22, 2024, meeting.

Analysis

Changes to the guidelines were designed to give the Architectural Review Board and city staff the ability to be flexible when reviewing building applications. Language has been added that increases the size of what staff is allowed to review for detached structures from 150 to 300 square feet. The language also allows staff to review and approve minor alterations and additions to one- and two-family dwellings. The administrative approval process allows applicants to move forward with their project without waiting for an official Architectural Review Board meeting.

Other changes to the guidelines include the following:

- Allow flexibility for materials on additions to existing buildings.
- Removing the requirement that picture windows and patio doors have window grids if they are proposed for other windows.
- Allowing flexibility of the material consistency requirement based on the proposed floor plan.
- Adding separate requirements for detached buildings.

Changes to other sections of the Code include modifications to Section 58-532 which gives staff the authority to review and approve agricultural structures less than 1,000 square feet.

The Planning Commission recommended one modification to the proposed amendments that would provide a path for applicants of accessory structures under 300 square feet that were denied at a staff level, to seek review by the Architectural Review Board.

Note that the version included here incorporates the recommendations of the Planning Commission but has been amended for consistency with the rest of the Code and also for clarification purposes by the City Attorney.

Fiscal Impact

The fiscal impact is neutral. The administrative approval requires an application fee equal to the Architectural Review Board fee.

Recommendation

Planning Commission recommended approval by a vote of 8-0 at its meeting on January 22, 2024, meeting.

Public Welfare Committee

Public Welfare recommendation forthcoming on February 13, 2024.

Attachments:

EXHIBIT B - AB Guidelines 1.10.24 Clean_CC (PDF)

EXHIBIT C - AB Guidelines 1.10.24 track changes (PDF)

EXHIBIT A - Arch Board Changes - Clean Text (City Attorney Revised) (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2024-1659

An Ordinance Amending Chapters 10 and 58 of the Mequon Municipal Code in Connection with Approvals by the City's Architectural Review Board, and Adopting Updates to the Board's Guidelines for Residential Structures

RECITALS

A. The Common Council of the City of Mequon previously adopted a Zoning Code that is presently codified in Chapter 58 of the Mequon Municipal Code.

B. The Common Council of the City of Mequon previously adopted a Building Code that is presently codified in Chapter 10 of the Mequon Municipal Code.

C. The Common Council finds that the architectural design of buildings and structures impacts the health, safety and welfare of the community and that appropriate guidelines and processes helps to ensure that the physical environment of the City be developed in a manner that provides the maximum degree of aesthetic satisfaction.

D. The Common Council desires to update and amend the guidelines and approval procedures for the architectural design of buildings and structures to accomplish this goal.

E. On January 22, 2004, the Planning Commission recommended approval of the proposed amendments to accomplish this goal.

F. On February 13, 2024, the Public Welfare Committee recommended approval of the proposed amendments.

G. Following a public hearing on the proposed amendments, the Common Council desires to adopt the same.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

SECTION I

Section 10-56 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bold underlined**):

Sec. 10-56. - Architectural approvals.

No permit shall be issued for the erection, remodeling or placement **of any building or**

structure within the City of Mequon of any building until any required architectural approval for such building or structure the approval of the architectural board has been obtained and such approved approval plans are received by the building inspector. The review and approval of the permit is architectural board shall be in lieu of the review and approval required by the planning commission in per Section 30.07(8)(7) of the Wisconsin Uniform Building Code and the Wisconsin Uniform Dwelling Code, Wis. Admin. Code §§ SPS 320-325. Architectural approval shall be provided as follows:

(a) The director of community development, or designee, shall assess and determine, in accordance with Section 58-40 (c), the appropriateness of any building or structure which does not exceed 300 square feet, and which has no exterior dimension that exceeds eighteen (18) feet, and of any agricultural building or structure which does not exceed 1,000 square feet. Where staff identifies design issues associated with any building or structure which cannot be reasonably mitigated with minor modifications, the structure shall not be granted approval unless approved by the architectural board.

(b) The architectural board shall assess and determine, in accordance with Section 58-40, the appropriateness of any residential building or structure (principal or accessory) exceeding 300 square feet and located in any zoning district authorizing such structure.

(c) The planning commission shall assess and determine the appropriateness of all other buildings or structures not otherwise reviewed under (a) or (b) above.

SECTION II

Section 58-532(h) of the Mequon Municipal Code is amended to read as follows
(NOTE: Deleted text is struck-through; Added text is bold underlined):

Sec. 58-532. - Specific requirements - Animal-related uses, businesses and structures.

(h) Stables, barns, poultry houses, riding arenas and other similar structures for animals.

(1) The standards described in this subsection only relate to such structures used in connection with allowed producing animals and not for structures used for other agricultural purposes or non-agricultural purposes. Structures used for such other purposes may not be used to keep animals unless they meet these standards.

(2) No building housing producing animals shall be closer than 50 feet to any lot line except for chicken enclosures on residentially zoned properties, which are governed by the specific standards for chickens set forth above.

(3) Except for exterior enclosures for equine animals, exterior enclosures and buildings in which producing animals are housed at a residentially zoned property

(other than animals kept in a primary residence) shall be located in the rear yard closer to the principle dwelling on the subject parcel than the neighboring lot lines.

(4) Additional requirements are set forth above for domestic animals kept at a residentially zoned property.

(5) For structures less than 1,000 square feet ~~If greater than 150 square feet but 1,000 square feet or less, the design is subject to staff architectural board approval.~~ If more than 1,000 square feet, the design is subject to planning commission approval. Other district standards, such as lot coverage ratio, apply.

(6) If in an A-1 or A-2 district or subject to an OA overlay, and if on a parcel of 40 acres or more (or two or more contiguous parcels with the same owner with an aggregate of 40 acres or more), the application processing fee will be waived. The common council has approved this waiver to minimize the burden to the city's farmers and to encourage agricultural pursuits.

(7) The standards in this subsection shall not apply to any structure lawfully used in connection with allowed producing animals as of the date of the enactment of the ordinance from which this subsection is derived.

SECTION III

Section 58-566(c) of the Mequon Municipal Code is created to read as follows:

Sec. 58-566 – Architectural requirements and standards.

(c) Authority of the director of community development. Notwithstanding anything to the contrary in this section, the director of community development shall be responsible and have authority to hear, review and act upon proposed plans for structures which do not exceed 300 square feet and which has no exterior dimension that exceeds eighteen (18) feet.

SECTION IV

The Mequon Architectural Board Guidelines for Residential Structures in the form attached hereto, are adopted for use within the City.

SECTION V

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION VI

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION VII

This Ordinance shall become effective immediately upon its approval and adoption, as provided by law.

Approved by: Andrew Nerbun, Mayor

Date Approved: February 13, 2024

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on February 13, 2024.

Caroline Fochs, City Clerk

Published: _____

MEQUON ARCHITECTURAL BOARD GUIDELINES FOR RESIDENTIAL STRUCTURES

The goal of the City of Mequon and its Architectural Board is the protection and enhancement of the beauty, appeal and value of the City's housing. While aesthetics to some extent are a matter of personal preference, building exteriors are also part of the public realm and affect the overall ambience of the community. The Board has, out of its long experience in reviewing design proposals, identified a number of recurrent issues and themes for which it is felt that guidelines are appropriate. There are enduring principles and themes, which will help insure harmonious, balanced, compatible and neighborhood-enhancing residential development. In applying these guidelines, the Board exercises judgment and discretion in looking for excellence in design.

In an effort to assist the home designer/builder, the principles and standards by which the Architectural Board will review designs and plans are set forth below.

Scope

The Architectural Board shall be responsible for the review and final approval of the following:

- All new single and two-family residential structures.
- Additions to single and two-family structures.
- Exterior alterations to single and two-family structures.
- Detached structures more than 300 square feet

Alterations and additions that are deemed minor by the Director of Community Development, or their designee may be approved at a staff level.

Zoning Requirements

The Inspection Division will review plans for compliance with the dimensional and other technical requirements of the zoning and building codes. This includes critical dimensions of the proposed structure, i.e., building height, setbacks and offsets, lot coverage, and minimum square footage.

General

The several elevations of the residential structures shall be consistent with one another and compatible with existing homes in the neighborhood as well as the natural features of the lot and surroundings in order to avoid disharmony and the appearance of haphazard development. See City of Mequon Code of Ordinances Sec. 58-40(c)(1).

A proposed dwelling should not be so similar in design, materials, style or exterior appearance to existing neighboring homes that excessive monotony is created. See City of Mequon Code of Ordinances Sec. 58-40(c)(2).

The placement of a proposed residential structure on the lot should not impair the lot's natural beauty; it shall respect the physical attributes of the lot and of the neighborhood. One must attempt to eliminate or minimize loss of trees and vegetation, or alteration of natural topography. See City of Mequon Code of Ordinances Sec. 58-40(c)(4) and 58-641.

Submission Requirements

The following are required to be submitted to the City of Mequon Inspections Division prior to the design application being placed on the Architectural Board agenda:

- Application form.
- To scale and dimensioned drawings of the following:
 1. For addition plans, the addition must be highlighted on the drawings to easily distinguish it from the existing structure.
 2. All elevations must show accurate dimensions and a clear description of proposed materials.
 3. Site plan, including driveway if applicable.
- For additions, 3 sets of photographs of the existing structure which show the area of the home at which the addition is proposed.

Roof Geometry

Generally, all roof pitches on a principal dwelling should be the same.

All roof designs will be reviewed as they relate to the overall design of the home.

Size, Proportions, and Scale

Certain zoning code standards, relating to minimum square footage and maximum lot coverage, regulate the size of a proposed structure. However, it is conceivable that a proposed structure will conform to the technical dimensional provisions of the zoning code, and yet be objectionable from an aesthetic standpoint. The Architectural Board will evaluate the proposed residential structure's size, proportions, placement and orientation in relation to:

- Neighboring structure's height, mass, scale and placement.
- On-site structure's height, mass, scale and placement.
- The lot, including its size, shape, sight lines, topography, specimen trees, grade and other natural features.
- Equally important are the proportions and scale of the proposed structure.

Consistency of Elevations

All sides of the structure should exhibit design continuity. Where brick, stone or stucco is used together with cedar on the front elevation, and the brick, stone or stucco is the predominant material, roughly the same proportion of veneer and cedar should be designed into the other elevations affecting an architecturally correct balance. Additions and alterations to existing structures may deviate from this requirement based on the ability to match existing materials.

A design which incorporates an accent material such as stone, brick or stucco on the front elevation only, may be permitted if it is used sparingly and only to establish a focal point of interest to the design of the structure.

Houses which feature shutters or divided lite windows as design elements should have them on all four elevations. When a specific style or design of window or trim is presented on one elevation, it should be repeated on all elevations, including the garage. This requirement shall not apply to sliding patio doors and picture windows.

The fact that there are no adjacent neighbors or that the property is or will be bordered by trees or berm does not diminish the need for continuity on all elevations of the structure, but it may be a rationale to limit the proportion of materials on the aforementioned elevation.

Painted flues, vents, gutters, downspouts, flashing and the like are encouraged to match the color of the architectural component from which they project.

Building Façade

It is important that exterior details such as shutters, corner boards, quoins, cupolas, wing walls, cornice returns, gable vents, fanlights, wide trim boards, lintels, sills, cornices, etc., be designed into the plans together with the other design features.

The design should incorporate the use of strong vertical and/or horizontal reveals, offsets, and three-dimensional detail between surface planes to create shadow lines and break up flat surface areas. If large blank surfaces are proposed, they should serve some compelling design purpose, and the design should incorporate mitigating features to enrich the appearance of the structure and provide a sense of scale at ground level that is inviting to the observer.

Enhancements such as masonry treatments must not terminate at an outside corner. Window and other trim treatments should be consistent to the greatest extent possible on all elevations. Consideration shall be given to the interior floor plan when complying with this requirement. Compatible framing, sills, lintels and keystones should be employed. Alterations to existing dwellings may be exempt from this requirement in order to match the existing design.

The size and location of windows and doors should be balanced and consistent on each elevation, and this should be borne in mind when placing windows in rooms. Consideration shall be given to the interior floor plan when complying with this requirement.

Materials

All natural building materials are strongly encouraged. Synthetic siding/trim materials will be considered based upon quality and appearance.

Acceptable roofing materials include:

- Cedar shake
- Slate
- Fiberglass shingles
- Concrete shingles
- Tile
- Dimensional asphalt shingles
- Architectural metal roofs

Masonry chimneys will generally be required. Cedar chimneys may be considered if integral to

the design of the structure, and compatible with surrounding homes.

Detached Storage Structures

In General

- Be subordinate in size, scale and bulk to the principal residence.
- Complement the architectural character of the principal residence.
- Be compatible with the neighborhood character.

Orientation

Detached structures with an 8-foot-wide door or less may front the street. Large overheard doors shall face an interior driveway unless it is located completely to the rear of the dwelling.

Where the garage faces an internal driveway, the garage shall incorporate window(s) on the street front façade for walls greater than 10 feet in length unless it is screened from public view by natural vegetation. The window size and design must be compatible with the windows on habitable portions of the residence.

Materials and Design

Detached structures shall be designed to be consistent with the principal dwelling. Consistency of design includes the use of similar roofing materials and pitch, windows, exterior cladding, trim, and color(s).

Exceptions:

- Materials including brick, stone, slate are not required on detached buildings and may be substituted with other approved materials.
- Detached structures are not required to have a roof pitch greater than 8/12 regardless of the pitch on the primary dwelling.
- Roof forms shall be similar to the form of the primary dwelling unless the detached structure is less than 150 square feet.
- Roof eaves are not required to exceed 1 foot regardless of the eave width on the primary dwelling.

MEQUON ARCHITECTURAL BOARD GUIDELINES FOR RESIDENTIAL STRUCTURES

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Zoning Requirements

The Inspection Division will review plans for compliance with the dimensional and other technical requirements of the zoning and building codes. This includes critical dimensions of the proposed structure, i.e., building height, setbacks and offsets; lot coverage, and minimum square footage.

General

The several elevations of the residential structures shall be consistent with one another and compatible with existing homes in the neighborhood as well as the natural features of the lot and surroundings in order to avoid disharmony and the appearance of haphazard development. See City of Mequon Code of Ordinances Sec. 58-40(c)(1).

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1. Application form;
2. To scale and dimensioned drawings of the following:
 - For addition plans, the addition must be highlighted on the drawings to easily distinguish it from the existing structure;
 - All elevations must show accurate dimensions and a clear description of proposed materials;
 - Site plan, including driveway if applicable;
3. For additions, 3 sets of photographs of the existing structure which show the area of the home at which the addition is proposed.

Roof Geometry

~~The minimum acceptable roof pitch for new construction of single family and two family structures buildings will be 6/12; however, it is recommended that roofs be pitched more steeply, at 8/12.~~
Generally, all roof pitches on a principal dwelling should be the same.

All roof designs will be reviewed as they relate to the overall design of the home.

Size, Proportions, and Scale

Certain zoning code standards, relating to minimum square footage and maximum lot coverage, regulate the size of a proposed structure. However, it is conceivable that a proposed structure will conform to the technical dimensional provisions of the zoning code, and yet be objectionable from an aesthetic standpoint. The Architectural Board will evaluate the proposed residential structure's size, proportions, placement and orientation in relation to:

- Neighboring structure's height, mass, scale and placement.
- On-site structure's height, mass, scale and placement.
- The lot, including its size, shape, sight lines, topography, specimen trees, grade and other natural features.
- Equally important are the proportions and scale of the proposed structure.

Consistency of Elevations

All sides of the structure should exhibit design continuity. Where brick, stone or stucco is used together with cedar on the front elevation, and the brick, stone or stucco is the predominant material, roughly the same proportion of veneer and cedar should be designed into the other elevations affecting an architecturally correct balance. ~~Additions and alterations to existing structures may deviate from this requirement based on the ability to match existing materials.~~

A design which incorporates an accent material such as stone, brick or stucco on the front elevation only, may be permitted if it is used sparingly and only to establish a focal point of interest to the design of the structure.

Houses which feature shutters or divided lite windows as design elements should have them on all four elevations. When a specific style or design of window or trim is presented on one elevation, it should be repeated on all elevations, including the garage. ~~This requirement shall not apply to sliding patio doors and picture windows.~~

The fact that there are no adjacent neighbors or that the property is or will be bordered by trees or berm does not diminish the need for continuity on all elevations of the structure, ~~but it may be a rationale to~~

Rev. 5.20.22

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limit the proportion of materials on the aforementioned elevation.

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Painted flues, vents, gutters, downspouts, flashing and the like are encouraged to match the color of the architectural component from which they project.

Building Façade

It is important that exterior details such as shutters, corner boards, quoins, cupolas, wing walls, cornice returns, gable vents, fanlights, wide trim boards, lintels, sills, cornices, etc., be designed into the plans together with the other design features.

The design should incorporate the use of strong vertical and/or horizontal reveals, offsets, and three-dimensional detail between surface planes to create shadow lines and break up flat surface areas. If large blank surfaces are proposed, they should serve some compelling design purpose, and the design should incorporate mitigating features to enrich the appearance of the structure and provide a sense of scale at ground level that is inviting to the observer.

Enhancements such as masonry treatments must not terminate at an outside corner. Window and other trim treatments should be consistent to the greatest extent possible on all elevations. Consideration shall be given to the interior floor plan when complying with this requirement. Compatible framing, sills, lintels and keystones should be employed. Alterations to existing dwellings may be exempt from this requirement in order to match the existing design.

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The size and location of windows and doors should be balanced and consistent on each elevation, and this should be borne in mind when placing windows in rooms. Consideration shall be given to the interior floor plan when complying with this requirement.

Materials

All natural building materials are strongly encouraged. Synthetic siding/trim materials will be considered based upon quality and appearance.

Acceptable roofing materials include:

- Cedar shake
- Slate
- Fiberglass shingles
- Concrete shingles
- Tile
- Dimensional asphalt shingles
- Architectural metal roofs

Masonry chimneys will generally be required. Cedar chimneys may be considered if integral to the design of the structure, and compatible with surrounding homes.

Additions

The design, scale, architectural features, and materials for an addition must be closely tied to and reflective of the existing structure. As with new construction, addition designs require submission of scale drawings with dimensions and materials conspicuously noted. One set of photos of the existing house must be submitted with the working drawings of the addition. (See Submission Requirements above.)

Rev. 5.20.22

~~Storage Sheds and Detached Accessory Structures~~
Detached Storage Structures

~~The size of storage sheds must reflect residential usage, not that of a commercial application~~

In General:

1. Be subordinate in size, scale and bulk to the principal residence.
2. Complement the architectural character of the principal residence.
3. Be compatible with the neighborhood character.

Orientation

Detached structures with an 8-foot-wide door or less may front the street. Large overhead doors shall face an interior driveway unless it is located completely to the rear of the dwelling.

Where the garage faces an internal driveway, the garage shall incorporate window(s) on the street front façade for walls greater than 10 feet in length unless it is screened from public view by natural vegetation. The window size and design must be compatible with the windows on habitable portions of the residence.

Materials and Design

Detached structures shall be designed to be consistent with the principal dwelling. Consistency of design includes the use of similar roofing materials and pitch, windows, exterior cladding, trim, and color(s).

Exceptions:

- Materials including brick, stone, slate are not required on detached buildings and may be substituted with other approved materials.
- Detached structures are not required to have a roof pitch greater than 8/12 regardless of the pitch on the primary dwelling.
- Roof forms shall be similar to the form of the primary dwelling unless the detached structure is less than 150 square feet.
- Roof eaves are not required to exceed 1 foot regardless of the eave width on the primary dwelling.

~~Materials must be compatible with those of the principal dwelling. Generally, metal sheds are strongly discouraged.~~

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CLEAN TEXT:**Sec. 10-56. - Architectural approvals.**

No permit shall be issued for the erection, remodeling or placement of any building or structure within the City of Mequon until any required architectural approval for such building or structure has been obtained and such approved plans are received by the building inspector. The review and approval of the permit is required per Section 30.07(7) of the Wisconsin Uniform Building Code and the Wisconsin Uniform Dwelling Code, Wis. Admin. Code §§ SPS 320-325. Architectural approval shall be provided as follows:

- (a) The director of community development, or designee, shall assess and determine, in accordance with Section 58-40 (c), the appropriateness of any building or structure which does not exceed 300 square feet and which has no exterior dimension that exceeds eighteen (18) feet, and of any agricultural building or structure which does not exceed 1,000 square feet. Where staff identifies design issues associated with any building or structure which cannot be reasonably mitigated with minor modifications, the structure shall not be granted approval unless approved by the architectural board.
- (b) The architectural board shall assess and determine, in accordance with Section 58-40, the appropriateness of any residential building or structure (principal or accessory) exceeding 300 square feet and located in any zoning district authorizing such structure.
- (c) The planning commission shall assess and determine the appropriateness of all other buildings or structures not otherwise reviewed under (a) or (b) above.

Sec. 58-532. - Specific requirements—Animal-related uses, businesses and structures.

- (h) Stables, barns, poultry houses, riding arenas and other similar structures for animals.
 - (1) The standards described in this subsection only relate to such structures used in connection with allowed producing animals and not for structures used for other agricultural purposes or non-agricultural purposes. Structures used for such other purposes may not be used to keep animals unless they meet these standards.
 - (2) No building housing producing animals shall be closer than 50 feet to any lot line except for chicken enclosures on residentially zoned properties, which are governed by the specific standards for chickens set forth above.

(3) Except for exterior enclosures for equine animals, exterior enclosures and buildings in which producing animals are housed at a residentially zoned property (other than animals kept in a primary residence) shall be located in the rear yard closer to the principle dwelling on the subject parcel than the neighboring lot lines.

(4) Additional requirements are set forth above for domestic animals kept at a residentially zoned property.

(5) For structures less than 1,000 square feet or less, the design is subject to staff approval. If more than 1,000 square feet, the design is subject to planning commission approval. Other district standards, such as lot coverage ratio, apply.

(6) If in an A-1 or A-2 district or subject to an OA overlay, and if on a parcel of 40 acres or more (or two or more contiguous parcels with the same owner with an aggregate of 40 acres or more), the application processing fee will be waived. The common council has approved this waiver to minimize the burden to the city's farmers and to encourage agricultural pursuits.

(7) The standards in this subsection shall not apply to any structure lawfully used in connection with allowed producing animals as of the date of the enactment of the ordinance from which this subsection is derived.

Sec. 58-566 – Architectural requirements and standards.

(c) *Authority of the director of community development.* Notwithstanding anything to the contrary in this section, the director of community development shall be responsible and have authority to hear, review and act upon proposed plans for structures which do not exceed 300 square feet and which has no exterior dimension that exceeds eighteen (18) feet.



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Office of Administration

TO: Public Welfare Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: February 5, 2024
SUBJECT: 2025 Community Survey Process Timeline

Background

During the December Committee of the Whole meeting, the Common Council discussed when to conduct the next community-wide survey. The Council's general consensus was to align the City's next survey with the upcoming update of the organization's five-year strategic plan. Bringing public opinion into the development of the next strategic plan would be an insightful element, providing the City with the latest data from residents. The Strategic Plan is anticipated to be updated in late 2025/early 2026. Over the last few weeks, staff has been working on the initial steps to begin the survey development and vendor selection process in 2024 so that survey results are ready by mid-2025.

Analysis

Appended to this memo is a preliminary timeline staff has developed for the next survey. The timeline begins in February 2024, and anticipates the presentation of final results to the Common Council in July 2025. Per the timeline, staff will begin reviewing vendors and narrowing the pool to three service providers. Demonstrations and Q&A are scheduled to be completed by the Public Welfare Committee during the second quarter of 2024, with a contract award by the Common Council in August 2024.

Thereafter, staff proposes survey question development take place through the latter part of 2024 with the goal of finalizing the survey instrument by January 2025. Reserving the second half of the year for question development and finalization should provide sufficient time to gather stakeholder feedback. Then, upon the completion of the survey instrument, the survey is proposed to be released to the community in May, and the finalization of the data could occur in June before the Common Council's July 2025 meeting.

Furthermore, to help ensure the devotion of adequate staff time to this project, Executive Assistant - Communications Carrie Enea will serve as the primary staff liaison advancing the survey going forward. A part of Ms. Enea's position is to administer several of the City's communications channels, such as the City's website, Weekly Bulletin, and assist with press inquiries. Ms. Enea facilitating the next community survey is a natural evolution of her position. Assistant City Administrator Schoenemann will work with Ms. Enea to drive the survey forward and assist as needed. Additionally, it is anticipated that subject matter experts from the City's Departments will be brought in as necessary to provide input based on the question topics selected by the Common Council.

Recommendation

For its February meeting, staff suggests the Public Welfare Committee review the proposed timeline and share feedback with staff to refine the next steps as the survey process moves forward this year.

Attachments:
Proposed 2025 Community-Wide Survey Timeline (PDF)

Proposed 2025 Community-Wide Survey Timeline

2024	Action Step	Timing
Q1	Develop Vendor Rating Matrix	February – March
	Staff Solicit Quotes	March
Q2	Vendor Demos / Discussion	April-June
	Vendor Selected by Public Welfare	July
	Vendor Recommendations to Common Council	August
	Committee of the Whole Question Topic Discussion	September
Q4	Stakeholder Feedback Collection	October
	Question Development at Public Welfare Committee	October – December
2025	Action Step	Timing
Q1	Final Questions Approval by Council	January
Q2	Conduct the Community-Wide Survey	May
	Data Collection and Analysis by Consultants	May
	Review and Audit of Draft Report	June
	Presentation of Results to the Common Council	June
	Finalization of Community-Wide Survey Report	July



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Office of Administration

TO: Public Welfare Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: February 6, 2024
SUBJECT: Work Calendar

Meeting Topics

January

- Sign Code Ordinance (Continued)

February

- Architectural Board Review (Continued)
- Community Survey

March

- Community Survey

Future Agenda Topics

- Chapter II, Article IV Review (Continued)
- Adopt-A-Median Program
- Community Outreach Initiatives
- Logo Redesign/Branding

2024 Completed Items

- Sign Code Ordinance