



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of the City Administrator

PUBLIC WELFARE COMMITTEE

Tuesday, September 12, 2023

5:30 PM

Lower Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. August Meeting Minutes
- 3) Discussion Items
Action requested: discuss and take action as needed
 - a. District 3 Polling Site Relocation
 - b. Architectural Review Board Design Guidelines
- 4) Work Calendar
- 5) Adjourn

Dated: September 12, 2023

/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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PUBLIC WELFARE COMMITTEE

Tuesday, August 8, 2023

5:30 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, Director of Community Development Tollefson, and Executive Assistant Enea

2) Approval of Meeting Minutes

a. July Meeting Minutes

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

MOVED BY: Alderman Schneider

SECONDED BY: Alderman Bach

AYES: Mayr, Bach, Schneider

3) Discussion Items

a. Consideration of Chapter 10: Building and Building Regulations and Chapter 58 : Zoning Code Text Amendments Related to Accessory Structures

Director of Community Development Tollefson explained to the Committee that the chart that was included in the agenda packet was the same one that was used when the Committee last discussed architectural changes to Chapter 10. The chart provided an overview of the changes that staff are requesting based on the frequent conversations had with residents. The first thing that needed to be addressed were the definitions of building versus structure and to contemporize both. In the second section, the update grants authority to staff in relation to the size of the structure. By doing so, it will get residents through the process quicker by eliminating the need to go to the Architectural Board for approval. Permits still need to be pulled at 300 square feet or less, but staff can approve. Alderwoman Schneider pointed out that residents can still go to the Appeals Board if they are not satisfied with the decision made by staff. Community Development Director Tollefson will return in September to

present the Committee with design, material, and placement standards to consider after getting some feedback from the Architectural Board.

4) Work Calendar

- a. Continue discussion about Chapter 10 and 58
- b. Polling Site Relocation

5) Adjourn

Alderwoman Schneider moved to adjourn at 5:58 PM and Alderman Mayr seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant

Attachment: PW Minutes 080823 (8764 : August Meeting Minutes)



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Fax: 262-242-9655

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Office of City Clerk

TO: Public Welfare Committee
FROM: Caroline Fochs, City Clerk
DATE: September 4, 2023
SUBJECT: District 3 Polling Site Relocation

Background

At the conclusion of the July 18, 2023 Special Election, the District 3 polling site informed city staff of an extensive renovation project they are undertaking and will be unable to host elections on their campus for at least 18 months. This is the Trinity Lutheran Church 10729 W. Freistadt Road location. Staff is appreciative of the generosity the church has displayed over the years in offering their time and use of the facility, and the advanced notice allows time to consider site options, create a relocation plan, and provide proper notice to the residents who vote in this district.

Analysis

In considering options for a new polling site, staff considered the following facilities: Fox Town Station, Frank L. Weyenberg Library, Milwaukee Area Technical College (MATC), several public schools, River Barn Pavilion, and Rueter Pavilion at Rotary Park. In addition, there is the potential for combining the District 2 and District 3 voters at city hall.

In choosing a location it is important to consider proximity to the district it is serving, the voting area's distance to the parking area, handicap accessibility, security, ability to ensure adequate parking during high turnout elections, and type of facility; public vs private. Attached is a map highlighting the district within the city boundaries, and the locations actively being considered for District 3. Staff would like to discuss various options and then return to the Committee with any additional information sought and a recommendation to the Council in October/November.

Fiscal Impact

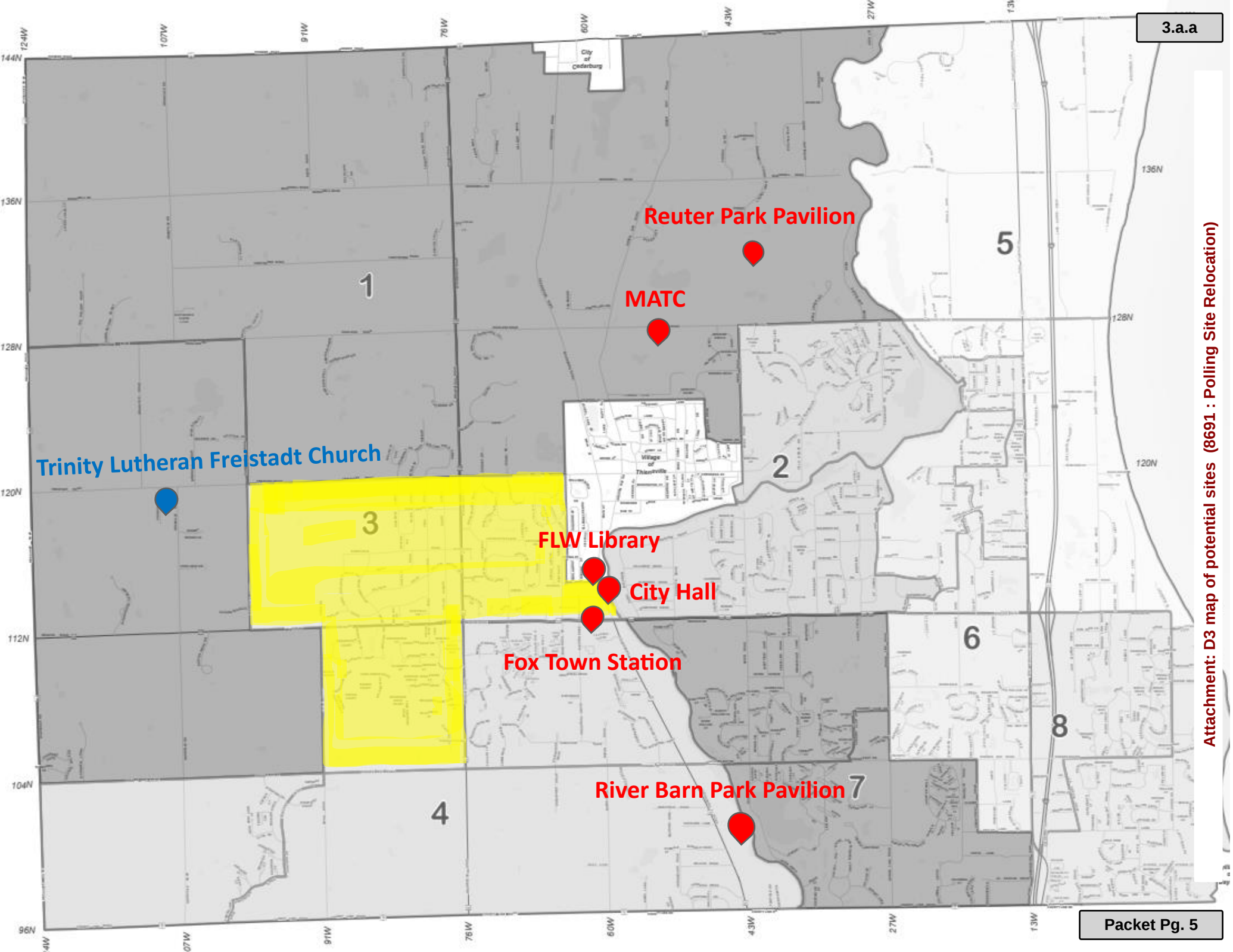
The cost of moving this location would include notification to all registered voters in the district via postcard at an estimated \$525 which will be included in the 2024 budget, and potential charges for utilities and staff.

Recommendation

No recommendation at this time.

Attachments:

D3 map of potential sites (DOCX)



Attachment: D3 map of potential sites (8691 : Polling Site Relocation)



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Office of Community Development

TO: Public Welfare Committee
FROM: Kim Tollefson, Director of Community Development
DATE: September 12, 2023
SUBJECT: Architectural Review Board Design Guidelines

Background: The Department of Community Development is advancing design guidelines standards for residential structures reviewed by the Architectural Review Board, or designated staff dependent on type and size. The following is a first draft of amendments and being concurrently reviewed by the Architectural Review Board.

Recommendation: Staff would like the Committee's review of design standards and direction on modifications. Staff will revise and align the Committee's input with the Architectural Review Board's input for a final draft proposal.

Attachments:

ARB Draft Guidelines 09.2023 (DOC)

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 principals 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:

1. All new single and two-family and plex residential structures.
2. Additions to single and two-family structures. and plex housing
3. Exterior alterations to single family and two-family structures plex housing
4. Detached storage structures in excess of 300 square feet

Alterations and additions that are deemed minor by the Director of Community Development may be approved by the Building Inspection Supervisor.

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Zoning Requirements

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

General

The several elevations of the residential structures home must 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(e)(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 dwelling or residential structure Siting of the home on the lot should not impair the lot's natural beauty; it shall must 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 Inspections office at City Hall](#) prior to the design [application proposal](#) being placed on the Architectural Board agenda:

- ◆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;
 - ◆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.

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Roof Geometry

The minimum acceptable roof pitch for new construction of single family and two-family structures ~~plex buildings~~ will be 6/12; however, it is recommended that roofs be pitched more steeply, at 8/12. Generally, all roof pitches on a [residential structure including dwelling and any associated accessory structures](#) 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, ~~the Architectural Board is also concerned with the size of a proposed home.~~ 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 dwelling's](#) size, [proportions](#), placement and orientation in relation to:

- ◆ Neighboring ~~structure's height, mass, scale and placement~~ homes;
- ◆ 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

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repeated on all elevations, including the garage. This requirement shall not apply to sliding patio doors.

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~~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 on all elevations. 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.

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

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.)~~

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~~Storage Sheds and Detached Accessory Structures~~Detached Storage Structures in excess of 300 square feet.

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

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

CITY OF MEQUON ARCHITECTURAL BOARD

Rev. 5.20.22



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Office of Administration

TO: Public Welfare Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: June 6, 2023
SUBJECT: Work Calendar

Meeting Topics

August

- Architectural Board Review

September

- Architectural Board Review (Continued)
- Polling Site Relocation

October

- Architectural Board Review (Continued)
- Polling Site Relocation (Continued)

Future Agenda Topics

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

2023 Completed Items

- Inspections Permitting for 1 & 2 Family Dwellings
- Peddlers Licensing
- Nuisance Ordinance
- Composting
- Setbacks For R-2 Zoning District
- No Mow May
- Bird City Designation
- Bee City Designation
- Recreation Vehicle Length/Storage
- Building Code Update
- City Cell Phone Policy
- Home Irrigation Systems
- Pool Covers Ordinance
- Home Irrigation Systems Update
- Inspections Permitting for 1 & 2 Family Dwellings
- Peddlers Licensing