



DOWNTOWN

DESIGN STANDARDS

CITY OF WI DELLS, WI

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MSA

PROFESSIONAL SERVICES

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Administration

DESIGN REVIEW COMMITTEE MISSION STATEMENT

The Design Review Committee exists to help implement the vision for the WI Dells River Arts District as a premium, year-round, regional destination with cultural depth and an elevated dining, shopping, entertainment and visitor experience. Its mission is to facilitate investment in the district by administering design standards for buildings, sites and signage throughout the C2 zoning district. By helping property owners exercise creativity within the limits of the adopted design standards, the Design Review Committee will be instrumental in striking an appropriate balance between the needs of individual businesses and the overall consistency, quality and success of the WI Dells River Arts District.

Pre-Submittal Information

Applicants should review this **Handbook** and the City's **Zoning and Sign Ordinances** (Municipal Code: Chapter 19 & 22) at the beginning of the design process, and are encouraged to meet with the Zoning Administrator to discuss the project.

The following items must be submitted for review, unless the Zoning Administrator determines that they are not needed because the project is limited in scope:

- **Certificate of Appropriateness Application** (see the next page for more information)
- **Design Standards Checklist** (see the last section of this Handbook)
- **Illustrations, diagrams, samples, and spec sheets**
- **Site Plan** showing all of the important features planned for the site, including, as applicable: trash/recycling containers placement, pedestrian pathways, vehicular parking/circulation, landscaping, stormwater management features, and lighting.

INTENT

The Wisconsin Dells Downtown Design District is intended to standardize the quality and character of **commercial, mixed use, industrial and civic properties** in the Downtown **C-2 Zoning District**. The District includes historic structures that should be preserved and non-historic structures and sites that are candidates for redevelopment.

APPLICABILITY

The Downtown Design Standards apply to all **non-residential** parcels in the Downtown C-2 Zoning District, but they **DO NOT** require a property owner/leaseholder to modify their building(s).

Any modification to a building exterior design (new paint, siding, doors, windows, **awnings**, etc.) or site design (parking, lighting, storage/smoking areas, etc.) must receive approval from the Zoning Administrator and/or Design Review Committee based on these standards, even if a building permit is not otherwise required.

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 upper portion of each page, and these standards will be enforced, unless a waiver is granted.

Recommendations are located in the lower portion of the each page. For privately-funded projects, the property owner/leaseholders are encouraged to conform to the recommendations, but they will not be enforced as part of the City's Zoning or Sign Ordinances.

For any project that includes public funding assistance, the property owner/leaseholders may be required to meet both the standards and recommendations for the corresponding design component.

Administration

WHAT IS A CERTIFICATE OF APPROPRIATENESS?

A certificate of appropriateness (COA) is the mechanism by which the City confirms any exterior building changes/maintenance and certain internal changes/maintenance in the Downtown C-2 Zoning District are in compliance with these design standards. Building permits may also be required.

WHEN DO I NEED A CERTIFICATE OF APPROPRIATENESS?

A certificate of appropriateness is required for any change(s) to or maintenance of, any "Standard" covered under these City of Wisconsin Dells "Downtown Design Standards". The review process will be different dependent on if the work to be completed is considered to be "minor" or "major".

WHAT IS CONSIDERED A MINOR PROJECT?

Minor work may include but is not limited to: sign face replacement; window sign changes or additions; temporary window coverings; window product displays; re-roofing with similar materials; repair or replacement of porches, windows, siding, trim and doors if new materials match existing; installation or replacement of **awnings**; chimney reconstruction if completed with similar materials; exterior cleaning, refinishing and tuck pointing; construction of retaining walls, fences and landscaping; screening of **parking lots** and dumpsters or other work as designated minor by the DRC.

WHAT IS CONSIDERED A MAJOR PROJECT?

Major work includes: construction of garages; roof alterations and skylights; alterations to any side or elevation of the building; additions; alterations to windows, siding, entries, and trim; masonry finishing; construction of chimneys; erection or complete replacement of a sign; new construction; and relocation.

Certificate of Appropriateness Process

If you need a Certificate of Appropriateness (COA) for your project, you must fill out the application for a COA contained within this design handbook (located in the last section). Describe your proposed improvements in detail and submit the application with eight (8) sets of plans and/or sketches of the proposed work, historic and current photos of the property, and color and/or material samples where appropriate. Proposals and applications should be submitted to the City's Zoning Administrator at Public Works Department, Municipal Building, 300 La Crosse Street, Wisconsin Dells, WI 53965.

The process for attaining a Certificate of Appropriateness is described below. Any issuance of a Certificate of Appropriateness shall not relieve the applicant from obtaining other permits or approvals required by applicable federal, state or local code.

COA ISSUANCE - MINOR PROJECT

Within five (5) business days from receiving the application for a MINOR project (see side bar for minor work items), the Zoning Administrator shall respond to the submittal, either by issuing a Certificate of Appropriateness (COA) or providing an explanation of how the submittal does not meet the standards. If a COA is not issued, the applicant may either revise and resubmit the application, or present your proposal in person at a meeting of the Design Review Committee (DRC), to be scheduled by the Zoning Administrator. The DRC will evaluate the proposed project per these Design Standards and will recommend to the City's Zoning Administrator to either approve, approve with conditions, or deny the COA application. If the COA application has been denied by the DRC, the applicant can make an appeal to the City's Board of Appeals (see the side bar on the next page).

Administration

COA ISSUANCE - MAJOR PROJECT

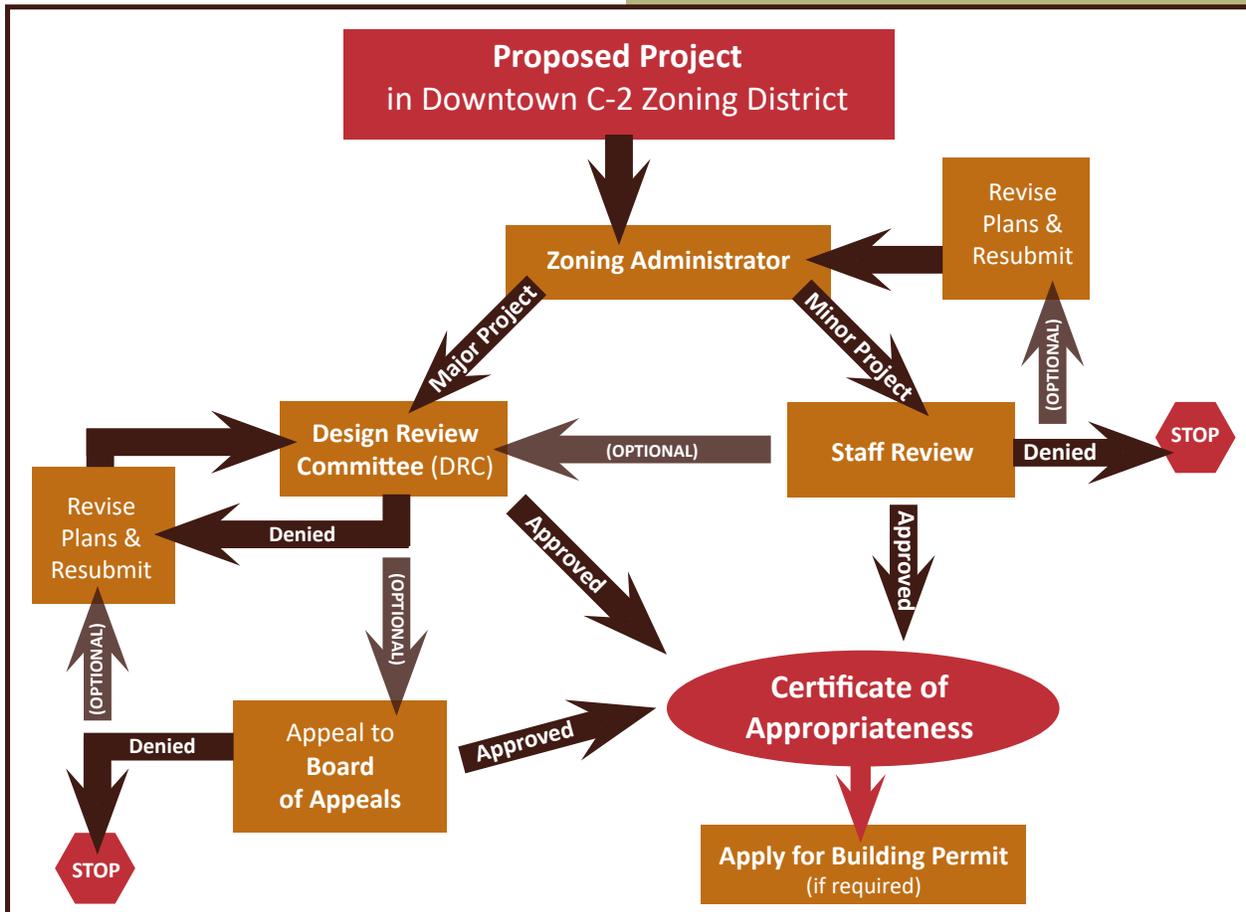
Upon the filing of a complete application for a MAJOR project (see side bar on the previous page for major work items), the DRC shall issue a Certificate of Appropriateness or deny the application within thirty (30) days of the filing of the application, unless the time period is otherwise extended by written agreement between the DRC and the applicant.

The DRC will evaluate the proposed project per these Design Standards and will recommend to the City's Zoning Administrator to either approve, approve with conditions, or deny the COA application. If the COA application has been denied by the DRC, the can make an appeal to the City's Board of Appeals (see side bar for more information).

ON WHAT GROUNDS CAN I GET A WAIVER?

Waivers are granted by the Design Review Board and/or the Board of Appeals on a case-by-case basis and are decided based on a applicant's ability to demonstrate one or more of the criteria listed below. The waiver application shall be made in writing, in a form deemed appropriate by the Zoning Administrator.

- 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



Terms

The **TERMS** section defines special words or phrases used in this design handbook. These terms are "bolded and italicized" in the handbook.

ADMINISTRATION

Awning

an architectural projection that provides weather protection, identity or decoration, and is wholly supported by the building to which it is attached. An awning is comprised of a lightweight, rigid skeleton structure over which a covering is attached.

Awning sign

a sign that is applied to the face of an **awning** that projects over a window or door opening.

Backlit sign

a sign illuminated from within

Base Panel

wall panel that fills the space between a storefront window and the foundation below (see **traditional facade components**)

Blade Sign

a special **projecting sign** attached to the building along the storefront frontage

Billboard sign

(off-premise advertising sign)

a flat surface, as of a panel, wall or fence on which signs are posted advertising goods, products, facilities, or services not necessarily on the premises where the sign is located

Canopy

an architectural projection that provides weather protection, identity or decoration, and is supported by the building to which it is attached and a ground mounting, by one or more stanchions.

Canopy Sign

a sign that is applied to the face of an **canopy** structure that projects over a window or door opening.

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

Terms

a concrete masonry unit with a textured exterior finish

a building product that provides exterior walls with a finished surface, insulation and waterproofing in an integrated composite system

building siding and trim material made up of wood strands that are coated with a resin binder and compressed to create a board.

a non-motorized, self-propelled or towed unit no larger than eight feet in length that provides food and/or beverage service.

a license issued under DHS (Restaurants) or ATCP 75 (Retail Food Establishments)

a food and/or beverage service establishment on a non-motorized towed unit that is generally larger than a **Food Cart**.

a large wheeled motorized vehicle from which food and/or beverage service is provided.

a unit of illumination produced on a surface

a building entrance that is unlocked during business hours and is designated for public use

a large door that opens either manually or by an electric motor to allow vehicles to park inside the building envelope.

the ground floor portion of the building exterior facing a public street (for measurement purposes, the **ground floor facade** includes the entire width of the building and the first ten (10) feet above grade)

CMU, split-faced

EIFS

(Exterior Insulation Finishing System)

Engineered Wood

Food Cart

Food License

Food Trailer

Food Truck

Footcandle

Functional Public Entrance

Garage Door, Vehicle-access

Ground floor facade

Terms

Historic Structure

a building that is at least 50 years old and has retained some historic physical integrity (see **Traditional Facade Components**).

Internal Signage

any sign placed within three (3) feet of a storefront window intended for viewing from the exterior.

Lintel

the horizontal beam spanning an opening in an exterior wall

Marquee

a permanent, roof-like structure projecting from a building at the entrance to the building with signage on the top or face of the structure.

Marquee Sign

a sign that is applied to the face of an **marquee** that generally projects over the entry to the building.

Manufactured Stone Veneer

(Artificial Stones, Faux Stone, etc.)

a building material manufactured to replicate the look of natural stone using lightweight concrete mix typically one inch in thickness

Metal Siding/Panel, Corrugated

sheet metal that has been rolled into a parallel wave pattern for stiffness and rigidity.

Metal Siding/Panel, Ribbed

a panel which has ribs with sloping sides and forms a trapezoidal shaped void at the side lap.

Monument sign

a sign mounted or incorporated into a solid base and not attached to a building.

Parking lot

any parking area that has five (5) or more stalls

Parking stall

the area designated for a single vehicle to park

Pedestal sign

a **portable sign** that is attached to pole support with a sturdy base, generally used for displaying a menu.

Terms

any free-standing sign mounted on a pole

a sign is a sign not permanently attached to the ground or other permanent structure including **sandwich boards** and **pedestal signs**.

an outdoor area less than 1,500 square feet serving less than 50 persons located on the same lot as a restaurant or drinking establishment where customers can consume food and drink.

an outdoor area located on the same lot as a restaurant or drinking establishment where customers can consume food and drink.

a sign attached to a building or other structure that extends more than eighteen (18) inches beyond the building plane and is affixed above the first floor.

This type of lighting uses an external lighting source behind the individual letters that is reversed (facing backwards toward the wall) resulting in the lighting flooding the wall and lighting up the edges of and outlining the channel letters.

any sign erected, constructed or maintained wholly upon or above the roof of any building with the principal support attached to the roof structure.

a strip of land dedicated or acquired for public use, including streets and sidewalks

a vehicular type unit primarily designed as a temporary living quarters for recreational, camping, or travel use that either has its own motor power or is mounted on or drawn by another vehicle.

a pair of advertising boards connected to a frame that is foldable and portable

Pole sign

Portable sign

Private Outdoor Commercial Food and Beverage Service (Small Scale)

Private Outdoor Commercial Food and Beverage Service (Large Scale)

Projecting sign

Reverse Illumination

Roof Sign

ROW (Right-of-way)

RV

Sandwich Board

Terms

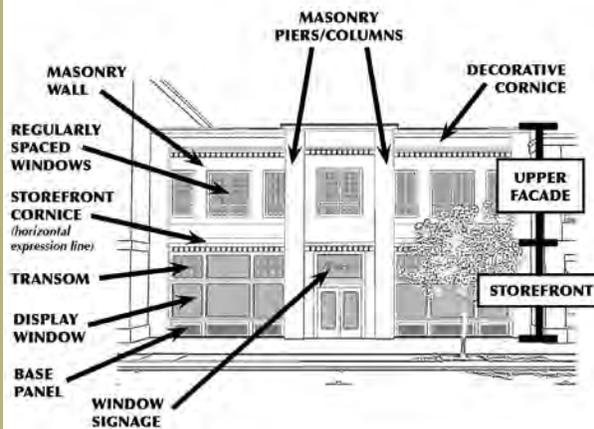
Storefront Display Window Area

glass area, including pane dividers (mullions), found in traditional storefronts that is generally between 2-7 feet from grade and does not include **transom** window area (see **Tradition Facade Component** illustration)

Temporary Window Covering

a short-term treatment to block window views within the building, either completely or partially, generally using paper, plastic, or other screening materials

Traditional Facade Components



Transom

a horizontal window above another window or door (see **traditional facade components**)

Vending Unit

a vehicle apparatus used for cooking operations and/or sales of goods (e.g., carts, kiosks, trucks, trailers, trikes, etc.).

Walk-up Service Window

an opening in a building through which patrons are served while standing outside of the building.

Wall Sign

a sign or individual mounted letters that are attached flat against the wall of a building with the exposed face of the sign being generally parallel to the face of the wall.

Terms

a sign attached to, suspended behind, placed or painted upon, the window or glass door of a building, including *internal signage*.

an interior decorating element placed on, in around or over a window (e.g., drapes, curtains, blinds, and shades).

Window sign

Window Treatment

Orientation, Placement & Massing

Downtown signage can complement and reinforce the pedestrian-oriented character of the downtown, while also meeting the visibility needs of people driving by in cars.



APPROPRIATE The business incorporates signage that provides visibility to both pedestrians and vehicles.



APPROPRIATE The above signage is placed in historical storefront locations (i.e. above the first floor windows/doors but below the second story sills, centered above the doorway, and along the *awning* profile).



APPROPRIATE This sign is placed well within the existing architectural features (centered on the brick inlays and above the window/*awnings*, but below a cornice line).

Standards

1. Signs **shall** be placed to fit in with the building's overall architectural composition and **shall not** compete with its architectural features, especially on historic facades.
2. Placement of signs **shall not** obscure window or doorways, including door, glass panes, and corresponding trim and supports.
3. Placement of signs **shall not** significantly obscure the building's architectural features.

Recommendations

- A. Storefronts along Broadway (WIS 23) should have signage oriented to both pedestrians and automobiles.
- B. Sign types and locations should be appropriate to the architectural character and history of the building whenever possible.
- C. **For multi-tenant buildings**, placement of individual tenant signs should be coordinated to achieve a unified signage appearance.



NOT RECOMMENDED This *projecting sign* reads well from the sidewalk, but less so from the roadway due to its orientation and the small text.



NOT PERMITTED This *wall sign* obscures the existing architectural features, including part of the windows, and is out of proportion to the building mass.



NOT PERMITTED This *wall sign* covers up the second-story window sill and the first floor cornice and it extends beyond the corners of the facade walls. A *projecting sign* between the windows or a sign mounted on the *canopy* would be preferred in this case.



NOT PERMITTED The *projecting sign* is placed in front of a window while an alternative location between the windows is available.

Installation

Since business tenants will change over time, it is important that the installation of signage minimize damage to the building.



APPROPRIATE The supports to this *projecting sign* is through the masonry mortar joint, which can be repaired if this sign is removed.



NOT PERMITTED In addition to this *projecting sign* obscuring the window (which does not meet Standard #2 under Orientation, Placement & Massing), its bracket obscure the window opening.

Standards

1. Signage on masonry buildings **shall** be mounted through the mortar joints rather than through the masonry itself.
2. The method of sign installation **shall not** obscure window or doorways, including door, glass panes, and corresponding trim and supports.
3. The method of sign installation **shall not** significantly obscure the building's architectural features.

Recommendations

- A. To the greatest extent possible, installation of a sign **should** avoid irreversible damage to a building façade.
- B. Existing sign mounting brackets, studs or holes **should** be reused for new signage, whenever feasible.
- C. The number of anchor points **should** be minimized.
- D. The method of sign installation **should** prevent a sign from obscuring the building's architectural features to the greatest extent possible.

It is important to balance the need for lighting of signs for easy visibility with the desire to have only external light sources that fit the historic character of downtown buildings and create a pleasant pedestrian environment.

Standards

1. **Awnings shall not** be internally illuminated.
2. High-lumen exterior lamps **shall** be located and shielded to prevent the casting of direct light or glare on adjacent roadways or properties, and shall not interfere significantly with the sign or sign bracket.
3. All sign lighting **shall** be securely and permanently affixed to prevent movement - suspended light strings are **prohibited**.
4. If a monument, wall, or **projecting sign** is internally illuminated, the sign face (background) **shall** be opaque with only pushed thru lettering/symbols illuminated (see side bar).
5. **Blade signs shall not** be internally illuminated.

Recommendations

- A. Wall, projecting and **canopy** signage are strongly encouraged to be externally illuminated.
- B. **Reverse illumination** (halo effect channel letters) is an appropriate lighting method for signage, but is discouraged for signage on historic buildings.
- C. External lighting fixtures should be relatively simple and unobtrusive in appearance and size and should not obscure visibility of the sign.
- D. Exposed neon/LED lighting may be used selectively but should not be visually obtrusive or dominate the street frontage.
- E. Color changing and “chasing” LED features are discouraged.
- F. The preferred method of sign illumination is high-lumen exterior lamps that project light onto the sign surface. It is acceptable to incorporate low-lumen lamps into the design of the sign itself with the intent that they be directly visible, such as a series of incandescent bulbs or functional equivalent. Such designs may be approved by the Design Review Committee (DRC).



APPROPRIATE This sign is illuminated by an external light source above the sign that is shielded and directed towards the sign, which mitigates light pollution and glare.



ALLOWED The above signs (reverse “halo” illumination (above) and pushed thru letters w/ opaque background (lower)) is allowed, but discouraged for historic buildings.



APPROPRIATE This sign cabinet includes exposed individual bulbs that spells out the word “fudge”. This type of sign adds to unique character of downtown Dells and can be approved by DRC.



NOT PERMITTED Awnings may not be illuminated internally, as it is inconsistent with the desired historic character for the downtown area.

Materials, Colors & Lettering

Signage reinforces business brand and identity. It can also strengthen or detract from the Wisconsin Dells' unique downtown character.

SIGNAGE DESIGN - GENERAL



APPROPRIATE The lettering is simple, effective and uses subdued colors. The three-dimensional lettering is historically appropriate and improves legibility in varied weather conditions.



APPROPRIATE These *wall signs* exemplify the effective use of color (high contrast and part of the building color scheme), simplicity (only two words) and graphics (the camera image quickly communicates the core business function).



APPROPRIATE This *wall sign* complements the building architecture in both style and color scheme; however, the use of an internally lit cabinet would not be permitted per Standard #4 under lighting (P13).

Standards

1. Sign material **shall** be durable and easy to maintain with preference to wood and metal.
2. The sign style, colors and materials **shall** be complementary with the character of the building and other signage.
3. Sign substrate **shall** be either MDO (exterior grade plywood), Aluminum, or Alupalite=Aluminum Composite panel (ACP). If acrylic (polycarbonate or Lexan) material is used, it **shall** simulate metal or wood.
4. Highly reflective material **shall not** be used, as it is often difficult to read.
5. The color tones between a sign's lettering/symbols and background **shall** have sufficient contrast to make the sign clearly legible. Light letters on a dark background or dark letters on a light background have the highest legibility.
6. The main lettering and predominant background **shall not** use fluorescent colors, but may be used in a secondary role.

Recommendations

- A. Generally limit the number of colors to three. Competition between too many colors often results in decreased legibility.
- B. Subdued and darker colors are encouraged.
- C. Lettering that is simple and bold is encouraged.
- D. Overly-ornate and trendy typefaces that are hard-to-read are discouraged.
- E. Excessive lettering is discouraged, including listing products/services and slogans.
- F. If three-dimensional letters/symbols are used, one-half inch depth or reveal is encouraged to make each letter stand out from the background.
- G. Use of symbols, logos and other graphics as a part of the sign is encouraged to reduce the need for excessive lettering, are easy to recognize, and contribute to the unique identity of a business.
- H. **For multi-tenant buildings**, sign colors of individual tenant signs should be compatible with each other.



NOT PERMITTED

The colors used for the background is too bright, and the lettering, especially the secondary text "bakery" and "deli", are extremely hard to read.



NOT PERMITTED

This sign is not permitted for several reasons, including inappropriate type of **portable sign** and for its usage of fluorescent lettering.



NOT RECOMMENDED The lettering of this **window signage** makes it difficult to read.



NOT PERMITTED This loose vinyl sign may not be used as a permanent sign.



APPROPRIATE The lettering is simple and effective. The color tones between the sign's lettering (gold) and the background (black) provide good contrast and legibility.



APPROPRIATE The sign is complementary to the building stone and window trim. The lettering is simple, subdued in color, contrasts well with the sign background, and incorporates a central logo.



APPROPRIATE The sign is complementary to the building's materials and colors. The lettering is simple, bold, subdued in color, and contrasts well with the sign background.

Monument Sign

A monument sign is a sign mounted or incorporated into a solid base and not attached to a building.

SIGNAGE DESIGN - TYPE SPECIFIC



ALLOWED This sign is less than six feet tall, includes landscaping around the base, and includes LED changeable messaging signage that covers less than 25% of the overall sign.



APPROPRIATE This sign uses high-quality materials similar to the adjacent building, is low and horizontal in profile, and incorporates landscaping along the base of the sign.



APPROPRIATE This sign is at pedestrian-scale, uses quality building materials and has a horizontal profile.



NOT PERMITTED This sign is too tall, vertical and modern in style to fit the vision for the downtown.

Standards

1. Each lot **shall** be allowed to have one (1) **monument sign** and **shall not** exceed the total allowable sign area established per business frontage (see Code: Sec. 22.10(3) for more details).

2. **Monument signs shall** only be used for buildings set back, or where a business' primary entrance is eight (8) feet or more behind the public sidewalk.

3. **Monument Signs shall** meet the following criteria based on the property's location:

- **West of Church Street on Broadway or within a half block of Broadway, shall** be oriented perpendicular to the sidewalk; **shall not** be more than sixty (60) square feet in size, and, **shall not** be more than six (6) feet tall, at the highest point, from the sidewalk grade.
- **West of Church Street and more than a half block from Broadway, shall not** be more than one hundred and forty-four (144) square feet; **shall not** be more than sixteen (16) feet tall, at the highest point; and, **shall** be set back a minimum of five (5) feet from property lines.
- **East of Church Street, shall not** be more than two hundred (200) square feet; **shall not** be more than twenty (20) feet tall, at the highest point; and, **shall** be set back a minimum of five (5) feet from property lines.

4. The base of the sign **shall** be landscaped.

5. A LED changeable messaging sign may be incorporated in a **monument sign**, but **shall not** make up more than twenty-five (25) percent of the sign area, inclusive of the base area.

Recommendations

A. **Monument signs** with horizontal proportions are **strongly encouraged**.

B. Contemporary design are **discouraged** in the downtown district.

C. A high-quality durable base material is **encouraged**, such as brick, stone or cast-in-place concrete.

Wall Sign

Wall signs are signs or individually mounted letters that are attached flat against the wall of a building with the exposed face of the sign being generally parallel to the face of the wall.

Standards

1. Each business frontage **shall** be allowed one (1) **wall sign** per fifty (50) feet of street frontage (e.g. under 50 ft. of frontage is allowed one sign, 50-99 ft. of frontage is allowed two signs, and so on).
2. A **wall sign shall not** exceed sixty (60) square feet in size, and **shall not** exceed the total allowable sign area established per business frontage (see *Sign Code: Sec. 22.10(3)* for details).
3. The primary **wall sign shall** be located above the street-level windows/door.
4. If a historic sign board area exists above the **transom** windows, the primary **wall sign shall** fit within this space and shall not extend above, below, or beyond the edges of the signboard area.
5. Signs below eight (8) feet from grade **shall not** project more than two (2) inches from the building and above eight (8) feet **shall not** project more than eighteen (18) inches.
6. The highest point of the **wall sign shall not** extend more than five (5) feet above the roofline, cornice or parapet, whichever is highest.

Recommendations

- A. The primary **wall sign should** be below the sills of second-story windows on multi-storied buildings, if feasible.
- B. Horizontally-oriented and centered **wall signs** are **encouraged**.
- C. Where feasible, a **wall sign should** be placed to align with other signs on that building and other buildings on the same block face.



APPROPRIATE This sign is centered above the first floor window/doors, does not obscure the building's architectural features, and complements the building's architectural style.



APPROPRIATE This multi-tenant building has **wall signs** centered at each business entry and are align with each other.



NOT PERMITTED This cabinet **wall sign** is not the typical solution for a historic storefront facade, as it covers up architectural detail, extends over window area, and extends beyond the first floor cornice.

SIGNAGE DESIGN - TYPE SPECIFIC

Projecting Sign

A projecting sign is a sign attached to a building or other structure that extends more than eighteen (18) inches beyond the building plane and is affixed above the first floor.

SIGNAGE DESIGN - TYPE SPECIFIC



APPROPRIATE

This **projecting sign** minimizes its impact on the historic architectural features, does not extend more than 5 feet over the cornice, and uses neon lights in a unique manner spelling out “gifts” and bordering the sign.



APPROPRIATE This sign has a mounting bracket over it, does not cover up any architectural elements, and matches the building's color scheme.



NOT PERMITTED This **projecting sign** extends below the first floor cornice (prohibited). It also lacks a mounting bracket (i.e. directly attached to the facade) and does not match the heaviness of the building's materials (even though it does mimic the architectural detail of the windows).

Standards

1. Each business frontage **shall** be allowed one (1) **projecting sign** per fifty (50) feet of street frontage (e.g. under 50 ft. of frontage is allowed one sign, 50-99 ft. of frontage is allowed two signs, and so on).
2. A **projecting sign shall not** exceed fifty (50) square feet in size, and **shall not** exceed the total allowable sign area established per business frontage (see *Sign Code: Sec. 22.10(3)* for details).
3. **Projecting signs shall** be two-sided.
4. **Projecting signs shall** be mounted above the first floor and **shall not** be extend more than five (5) feet above the roofline, cornice or parapet, whichever is highest.
5. **Projecting signs shall** be a minimum 40 feet apart, except that each business **shall** be allowed one (1) **projecting sign**.
6. The mounting bracket **shall** be complementary to the **projecting sign** and the building's architectural style.

Recommendations

- A. **Projecting signs** are encouraged to have a visible mounting bracket that projects over or under the sign.

Awning, Canopy & Marquee Sign

Awning/canopy/marquee signs are signs that are applied to the face of an awning or canopy that projects over a window or door opening.

Standards

1. Changes to **awnings**, **canopies** and **marquees** **shall** meet the requirements under Building Design - Projections (p.31) within this Design Standards Handbook.
2. **Awning** signs **shall not** cover more than seventy-five (75) percent of the valance/flat profile, and **shall not** cover more than fifty (50) percent of the **awning** roof.
3. **Canopy** and **marquee signage** **shall not** cover more than seventy-five (75) percent of the valance/flat profile.
4. Signage is **prohibited** on the side panels of **awnings**, **canopies** and **marquees**.
4. Signage on retractable **awning** **shall** be located on the front valance/flat profile, so that the signage is visible whether the **awning** is extended out or retracted against the building's façade.

Recommendations

None



APPROPRIATE This **awning** includes a sign that covers less than 50% of the **awning** roof and has an external light source above the **awning**. The **awning** is over a doorway and more than 8 feet above the sidewalk grade.



NOT PERMITTED The signage on this **awning** covers more than 75% of the valance.

SIGNAGE DESIGN - TYPE SPECIFIC

Window Sign

Window signs is a any sign attached to, suspended behind, placed or painted upon, the window or glass door of a building, including internal signage.



APPROPRIATE This storefront includes door signage covering less than 25% of each door, and product display covering less than 50% of each *storefront display window/door area* (below 7 feet).



APPROPRIATE The signage adhered to the storefront windows covers less than the 25% of each window, but is quite legible from both the sidewalk and street.



NOT PERMITTED The *window signage* on this business far exceed 25% coverage, including complete coverage of one window. Lack of visibility in the store is a safety concern and the over-signing detracts from the building architecture.

Standards

1. Signage, excluding product display, **shall not** cover more than twenty-five (25) percent of each *storefront display window/door area*(*).
2. To maintain visibility into storefront, all *window signage*, including interior signage and product display within three (3) feet of the panes of glass (door or window), **shall not** cover more than fifty (50) percent of each *storefront display window/door area*(*).
3. Sign lettering and images **shall** be created from high-quality materials such as paint, gold-leaf, etching, vinyl, or neon.
4. Neon/LED cabinet/canister and flashing neon/LED signs are **prohibited**, while exposed neon/LED signs (either individual neon/LED letters or neon/LED tubing script) can be appropriate as *window signs*.

Recommendations

- A. *Window signs* should consist predominately of lettering with a transparent background.

(*) "*Storefront Display Window/Door Area*" is the glass area, including pane dividers (mullions), found in traditional storefronts that is generally between 2-7 feet from grade and does not include *transom window area*

Portable Sign

A portable sign is a sign not permanently attached to the ground or other permanent structure including sandwich boards and pedestal signs.

Standards

1. One (1) **portable sign shall** be allowed for each business that has obtained a state-issued **food license**.
2. A **portable sign shall** be no more than six (6) square feet in area, inclusive of border and trim.
3. The height of the **portable sign shall** be no more than three (3) feet for **sandwich boards** and four (4) feet for **pedestal signs**.
4. **Portable signs shall** be constructed of durable materials, such as wood and metal.
5. **Portable signs shall not** be illuminated or contain moving parts.
6. **Excluding chalkboard signs, portable sign graphics shall** be professionally painted or applied.
7. **Portable signs shall** be braced and/or secured to prevent motion using components that complement the sign's design, materials and colors.
8. **Portable signs shall** be located within ten (10) feet of business entrance, or as close as possible, but not placed as to interfere with pedestrian ingress and egress.
9. **Pedestal signs shall not** be in the public **right-of-way**.
10. **Portable signs shall not** be placed in any location where the paved area for passage is reduced to less than six (6) feet or within fifteen (15) feet of an intersection, driveway, crosswalk or stairwell.
11. **Portable signs shall** be located on private property or in the dedicated terrace area, where possible
12. **Portable signs shall** meet the additional requirements per Sec. 22.09(8) of the Sign Ordinance.

Recommendations

- A. **Portable signs should** reflect the character of the building and complement the building's other signage.
- B. Wood and metal signs are preferred.



APPROPRIATE These **sandwich boards** are made of durable materials and have professionally designed components.



ALLOWED **Portable signs** are allowed as long as they are made of durable material, have components that are professionally designed and are placed out of the way of foot and motorist traffic.

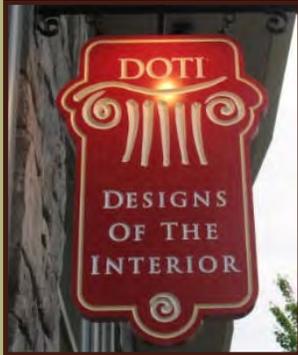


NOT PERMITTED This sign is placed less than 15 feet from the corner, which is a safety concern for both pedestrians and motorists.

Blade Sign

A special projecting sign attached to the building along the storefront frontage incorporating the downtown WI Dells River Arts District brand.

SIGNAGE DESIGN - TYPE SPECIFIC



APPROPRIATE

While a standard **blade sign** bracket is required (see above image), creativity is desired for all **blade signs**. The sign shape and advertisement (e.g. lettering, logos, and other graphics) can be diverse, as illustrated in the recommended **blade sign** examples shown on the left.



Standards

1. Each business **shall** be allowed one (1) **blade sign** per **public entrance**. If multiple **blade signs** are planned along a single business frontage, there **shall** be forty (40) feet separating each sign.
2. The **blade sign shall** be within the below size restrictions:
 - Height: 12-24"
 - Width: 24-36"
3. The **blade sign shall** be hung using the Wisconsin Dells custom mounting arm(s). Contact the WI Dells Zoning Administrator for more information.
4. If multiple **blade signs** are used, all **shall** be of the same style and shape.
5. **Blade signs shall** have a minimum clearance height of eight (8) feet above the sidewalk grade.
6. **Blade signs shall** be mounted below the sills of the second floor windows, or where second floor windows typically would reside on the building if none exist.
7. **Blade signs shall** be two-sided.
8. **Blade signs shall not** include business contact information.

Recommendations

- A. A **blade sign should** usually be mounted near the storefront entrance just above the door, or just to the side of it.
- B. If multiple **blade signs** are used, hierarchy of sign size **should** be considered between primary and secondary entries.
- C. Groove routed or raised letter dimensional wood signs are **encouraged** (see the first sign image in the side bar).

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Street Relationship

INTENT: To encourage streetscape enhancements that blend the public and private realms, while maintaining a consistent “street wall” (especially on Broadway Avenue).

SITE DESIGN



APPROPRIATE The ADA ramp is incorporated in the stair entrance and meets the needs of all users.



APPROPRIATE Portion of the building is set back from the street, creating a space for outdoor seating and activity without obstructing the sidewalk.



APPROPRIATE

This outdoor plaza provides a unique space in downtown Dells that is welcomed by the City. However, continuation of the “street wall” along Broadway is also very important and should be considered when designing a building setback not consistent with the adjacent buildings. Excessively large breaks in Broadway Avenue’s “street wall” is discouraged.



Standards

1. Primary structures **shall** be built to the front property line, unless the setback will be used for an outdoor seating area, a hardscape plaza, or similar usable (accessible) space. See Recommendation “A” for more information.
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 streets.
3. Screening/fencing **shall** be compatible with the building architecture, including material palette and design elements, as well as other site features.
4. Chain link fencing **shall not** be used.

Recommendations

- A. Building setback **should** be consistent along Broadway Avenue to continue the existing “street wall” appearance. A small break in the “street wall” is allowed, but loss of significant street frontage can be damaging to the overall feel/look of the downtown and is **discouraged**.
- B. Disabled access **should** be seamlessly incorporated into the building and site design. Facilities **should** be designed to provide inviting access to all users.

Exterior Lighting

INTENT: To promote effective and attractive exterior lighting that does not produce glare or excessive light trespass.

Standards

1. Parcels abutting or across the street from residential or park uses **shall not** cause light trespass in excess of one (1) **footcandle** as measured horizontally, five (5) feet above the ground level at the property line of the affected parcel line.
2. Parking and security lighting poles **shall not** be taller than the thirty-five (35) feet. For properties in or abutting a residential zoning district, the maximum allowable height **shall** be twenty-five (25) feet.
3. Exterior light fixtures **shall** be designed to complement the character/style of the building.
4. Spec sheets **shall** be submitted with the Design Standards Checklist for each exterior light fixture to be used.
5. LED String lighting **shall** be commercial grade; either large bulbs or commercial decoratives as in “dripping” tree lights
6. LED string lights **shall** be clear or white only, no colors.
7. LED sting lights **shall** be low wattage, no grater than 50 lumens per bulb
8. Christmas lights are only allowed November - January. Christmas lights **shall not** be installed February through October.

Recommendations

- A. **Parking lots** and pedestrian walkways **should** be illuminated uniformly and to the minimum level necessary to ensure safety. A uniformity ratio of no more than 15:1 is **recommended** for pavement illuminance, to avoid excessively bright or dark areas.
- B. Exterior lighting **should** be energy efficient and should render colors as accurately as possible (i.e. white light rather than green or yellow light).
- C. **Preferred** light types include: LED, fluorescent, and high-pressure sodium.



APPROPRIATE Above examples illustrate sufficient and uniform lighting of walkways and building architectural elements.



The two images on the left show good examples of low **parking lot** fixtures that project light only where it is needed, while the far right image shows an excessively tall light that is directed outward, creating glare and light trespass.

SITE DESIGN

Parking Areas

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

SITE DESIGN



ALLOWED Development #1 parking is in the rear yard, and Development #2 parking is one double-loaded aisle on the side of the building. A shared service driveway connects the two.



APPROPRIATE These images show a variety of ways to buffer parking areas from the public sidewalk. This provides both safety and comfort to pedestrians walking along the public street, as well as visual interest.



NOT PERMITTED The image on the right shows a prohibited condition where there is no buffer between the **parking lot** and sidewalk.



Standards

1. Off-street parking in front of the building is **prohibited**.
2. **WEST of Church Street only**, side yard parking **shall not** be more than seventy (70) feet wide (necessary space needed for two rows of parking with a drive aisle and sidewalk buffer).
3. **EAST of Church Street only**, side yard parking **shall not** be more than one hundred and forty (140) feet wide (necessary space needed for two double-loaded parking aisles with a landscaped median between them).
4. Walkways **shall** be provided to connect the building entrance(s) 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.
5. **Parking stalls** and drive aisles **shall** be separated from the public **right-of-way** and adjacent property lines by a planted landscape buffer with a minimum of five (5) feet in depth.
6. **Parking lots** adjacent to residential properties **shall** provide a semi-opaque buffer, a minimum of four (4) feet in height, in order to screen out vehicle lights. Screening options include a berm with acceptable plantings/trees, a fence, or a mix of these options.

Recommendations

- A. Rear yard parking is **preferred**, in lieu of side yard parking.
- B. Shared **parking lots** are **encouraged** to allow more efficient access and use of space between adjacent parcels. This can be accomplished through the use of access easements on each parcel.
- C. Planted parking islands are **encouraged** between parking spaces and drive aisles.

Storage & Service Areas

INTENT: To improve the appearance of the downtown area, especially along Broadway Avenue.

Standards

1. Screening **shall** be compatible with the building architecture, including material palette and design elements, as well as other site features.
2. 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 (excluding alleyways), waterfront or adjacent properties, unless screening impedes functionality/service. Electrical service boxes are excluded from this requirement (see **Standard 3**).
3. Placement of service boxes **shall** be located away from pedestrian zones (e.g. side or rear yard).
4. Permanent loading docks and staging areas **shall not** be in the front yard. Any loading areas visible from the street, or facing a residential property, **shall** be screened with landscaping and/or wall not less than six (6) feet in height and integrated with the overall site design and/or building elements.
5. Outdoor storage of products, materials or equipment is **prohibited** in the front yard (excludes short-term display/sales - see Standard 6).
6. Short-term display items, or items that are available for purchase by customers, **shall** follow City Code sec. 16.30.

Recommendations

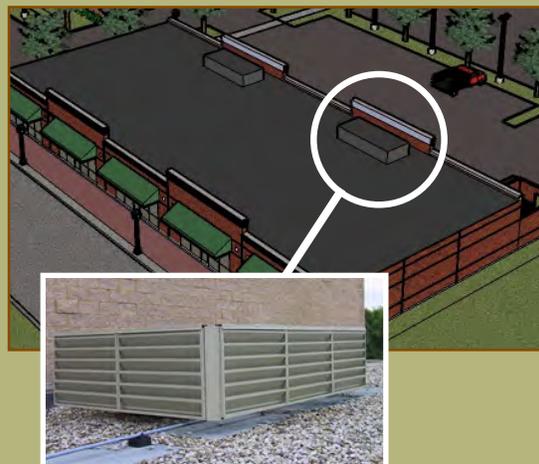
- A. Shared garbage and recycling facilities are encouraged, where practical, as a means to meet screening requirements and preserve access needs.
- B. Plantings around dumpster enclosures is encouraged.
- C. Placement of loading and staging areas in the rear yard is encouraged.



APPROPRIATE Both examples above use materials and design to match the primary building and site architecture, and they incorporate landscaping along the base of the structure.



NOT PERMITTED In these examples the screening is insufficient and the materials used do not match or complement other site features.



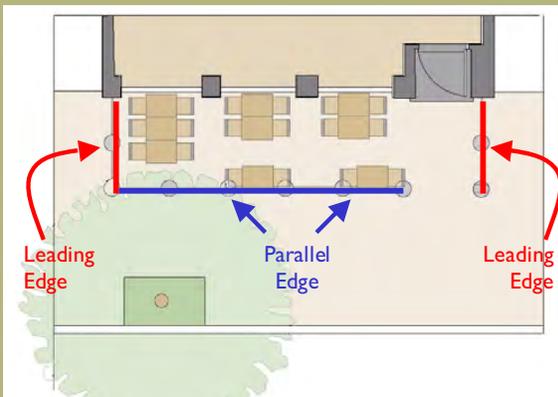
APPROPRIATE Example of a building facade screening rooftop mechanical from ground view.

Cafe Zone

INTENT: The City of Wisconsin Dells has determined that such service can create an enjoyable atmosphere for visitors that would serve as a benefit for the community, provided that such service is planned and managed properly.

SITE DESIGN

Elements of a Quality Outdoor Seating Area



APPROPRIATE If the cafe zone does not extend more than 3 feet into the public sidewalk, only the leading edge barrier is required. Planter barriers shall not be taller than 3 feet with total height with living plants no taller than 6 feet.

Standards

1. **Cafe Zone shall** meet the City's Code Section 19.907.
2. Building entrances **shall** have a direct clear path unimpeded (minimum of five (5) feet) for ingress and egress.
3. **Cafe Zone shall** maintain at least a five (5) foot clear, unobstructed path along public sidewalk(s). At street corners, a clear zone **shall** be maintained within a minimum 15-foot radius, measured from the back of curb.
4. The **Cafe Zone shall not** extend beyond the business frontage without written permission of adjacent property owner(s).
5. Dining furniture (e.g., tables, chairs, stanchions, etc.) **shall** be of commercial grade; **shall** be black, gray and/or brown in color; and, **shall** be constructed primarily of finished-grade wood, metal or composite material. Folding, lightweight, and/or primarily plastic chairs and tables, seat cushions, and all picnic tables are **prohibited**.
6. Tables **shall not** exceed forty-two (42) inches in diameter (round) or width (square/rectangle).
7. Umbrellas **shall** be the same as used in the City's public spaces, and color **shall** match the designated block color. Lettering on umbrellas is **prohibited**. Contact the City for more details.
8. Receptacles **shall** be approved by the DRC.
9. A detectable barrier **shall** be provided along **Leading Edges** of the Cafe Zone to ensure that visually impaired pedestrians using canes can detect the dining area safely.
10. A detectable barrier **shall** be provided around full perimeter of the **Cafe Zone** (with the exception of access openings) when the outdoor seating area extends more than three (3) feet into the public right of way or alcohol is served/ consumed, unless conditionally approved by DRC. The perimeter includes both the **Leading Edge** and **Parallel Edge** (see side bar).

11. Floor coverings are **prohibited**, including platforms, artificial turf, paint, or carpet.
12. Excluding planters, detectable barriers **shall** be between three (3) and four (4) feet tall, **shall** maintain the lowest point of the barrier no greater than six (6) inches above the ground, and **shall** have stanchions/bases that are flat with tapered edges between 1/4 to 1/2 thickness.
13. If used, planters **shall**, at a minimum, be placed at the corners and entry of the sidewalk cafe, and **shall** be no taller than three (3) feet in height (pertains only to planters, not the plants contained therein). Planters **shall** contain living plants that **shall not** exceed six (6) feet in height.
14. If used, sectional rigid fencing **shall** be constructed of wood or metal (e.g., aluminum, steel, iron, or similar), and **shall** be dark in color (either painted or stained). Sectional fencing may include aircraft cable elements.
15. **Prohibited** barrier materials include: chain link, rope rails, chain rails, fabric, and other materials not specifically designed as fencing (e.g., buckets, newspaper stands, waste receptacles, etc.).
16. **Prohibited** cafe elements: shelves, serving stations, loud speakers, televisions and other elements deemed unsafe or detrimental to the general public.
17. Sidewalk cafe elements, including furniture and barriers, **shall not** be tied or otherwise secured to trees, lamp posts, street signs, hydrants and other public utility features.

Recommendations

- A. Use of the designated downtown cafe zone dining furniture is **strongly encouraged**. Contact the City for manufacturer and model number(s).
- B. Use of a mix of square and round table styles, as well as a multiple sized tables, is **encouraged**.
- C. A mix of armless and arm chairs is **encouraged**.
- D. Use of stackable chairs is **encouraged**.
- E. Use of living plants and flowers to soften hard surfaces is **strongly encouraged**.



APPROPRIATE The above images illustrate the two types of cafe zones locations: against the building (top) and against the curb (bottom). Since both extend more than 3 feet into the public sidewalk both would require full detectable barriers, unless the DRC conditionally approves without.



NOT PERMITTED The two images on the left show detectable barriers that will not be permitted: fabric (top left) and rope with stanchions (bottom left).

The above example would not be allowed, as tables are placed on a platform with carpet (both prohibited floor covering materials).

Outdoor Food Service - General

INTENT: The City of Wisconsin Dells has determined that such service can create an enjoyable atmosphere for visitors that would serve as a benefit for the community, provided that such service is planned and managed properly.

APPROPRIATE EXAMPLES



SITE DESIGN

Standards

1. Outdoor food service **shall** be on private property and **shall** be tied to the on-premise business (i.e., selling similar products already available in the store).
2. Outdoor food service areas **shall** meet the City's Code Section 19.811(A) or 19.811(B), whichever is applicable. **Vending Unit(s) shall** meet the Outdoor Food Service - Vending Unit standards in this handbook (pages 34-35).
3. All ancillary structures of a permanent nature, including, but not limited to, storage facilities, restrooms and seating pavilions, **shall** comply with all applicable building standards within this handbook and applicable City, County and State building requirements.
4. **Private Outdoor Commercial Food and Beverage Service (Large Scale) shall** be no more than fifty (50) percent of the floor area of the restaurant/tavern, unless conditionally approved by the DRC.
5. **Private Outdoor Commercial Food and Beverage Service (Small Scale) shall** be no more than fifteen hundred (1,500) square feet in size.
6. All outdoor food service areas open to the public **shall** be ADA compliant. Non-paved flooring surface is **prohibited** in these areas, unless approved by the DRC. Floor coverings are **prohibited**, including artificial turf, paint, and carpet.
7. Building entrances **shall** have a direct clear path unimpeded (minimum of five (5) feet) for ingress and egress.
8. Dining furniture (e.g., tables, chairs, bar stools, picnic tables, etc.) **shall** be of commercial grade, and **shall** be constructed primarily of finished-grade wood, metal or composite material. **Prohibited** dining furniture include: lightweight materials, unstained/unpainted pressure-treated wood, and/or primarily plastic.

9. Structures used to provide shelter to customers **shall** be permanent in nature.

10. Receptacles **shall** be provided, maintained and approved by DRC.

11. Raised seating areas over public right-of-way (i.e., more than four (4) feet above the adjacent ground level) **shall not** have tables placed closer than two (2) feet from the edge, unless a system is in place to catch/stop potential items from going over the edge (e.g., solid wall, glass railing, breathable fabric, etc.). Opaque fabric attached to a railing is **prohibited**, and **shall not** meet this standard.

12. Dumpsters **shall not** be used for customer disposal, and if dumpsters are located in the outdoor food service area they **shall** be screened.

13. Umbrellas **shall** use a canvas-type fabric, **shall** complement the building style and color schema, and **shall** provide a minimum of seven (7) foot vertical clearance.

14. Sales from **RVs, Food Trucks** and tents are **prohibited**.

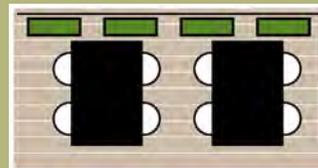
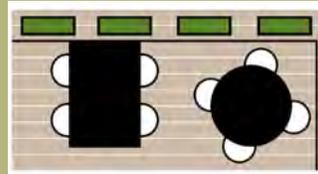
Recommendations

A. Umbrellas constructed of metal is discouraged.

B. Branded umbrellas including business logos are discouraged.

C. Use of living plants and flowers to soften hard surfaces is strongly encouraged.

D. Use of a mix of square and round table styles, as well as a multiple sized tables, is encouraged.



APPROPRIATE

Both examples on the left show how table layout can help to mitigate potential dropped items from a balcony. Either place chairs against railings (vs. tables) and/or use planters or other aesthetically-pleasing barriers.

APPROPRIATE EXAMPLES



Outdoor Food Service - Vending Unit

INTENT: The City of Wisconsin Dells has determined that such service can create an enjoyable atmosphere for visitors that would serve as a benefit for the community, provided that such service is planned and managed properly.

APPROPRIATE EXAMPLES



SITE DESIGN

Standards

1. **Vending Unit shall** be either a **Food Cart** or **Food Trailer**.
2. **Vending Unit shall** be on private property and **shall** be tied to a Wisconsin Dells or Lake Delton business (i.e., selling similar products already available in a brick and mortar store).
3. **Vending Unit shall** meet applicable standards in this handbook, specifically Signage Design - General (pages 10-15) and Outdoor Food Service - General (pages 30-31).
4. If designed with a base, it **shall** be solid, permanent, and use high-quality materials (e.g., wood fencing/ platform, solid concrete, brick wall, etc.). Plastic materials, concrete block, fabric, and other loose materials are **prohibited** base materials.
5. **Vending Unit shall** be located on a paved pad, and **shall** adhere to the setback requirements of the underlying zoning district or a minimum of six (6) feet from all property lines, whichever distance is greater.
6. If multiple (vending unit) pads are proposed, they **shall** be a minimum of ten (10) feet apart.
7. **Vending Unit shall not** be more than twenty-six (26) feet long or more than ten (10) feet tall.
8. **Vending Unit shall** be constructed of quality materials and **shall** be designed as one cohesive unit.
9. **Vending Unit shall** have integral roofs or umbrellas.
10. Awnings or umbrellas affixed to the **Vending Unit shall** be comprised of metal or canvas-type fabric, and shall provide a minimum of seven (7) foot vertical clearance.
11. **Vending Unit shall** enclose or screen from view of the right-of-way and abutting residentially zoned property all accessory items not used by customers, including, but not limited to, tanks, barrels, or other accessory items.

- 12. Floor coverings are **prohibited**, including artificial turf, paint, and carpet.
- 13. Generators are **prohibited** from being used with the **Vending Unit**.

Recommendations

A. Designs that incorporate faux looking materials is discouraged (see example below).



B. An adjustable/pop-up panelized roof system is discouraged (see image below).



NOT PERMITTED EXAMPLES



NOT PERMITTED Food trucks are not allowed in the downtown.



NOT PERMITTED Exposed (unscreened) accessory items (such as gas tanks) and use of floor coverings are prohibited.



NOT PERMITTED Loose straw-like skirts at the base of the food cart is prohibited.

Outdoor Retail Sales

INTENT: The City of Wisconsin Dells has determined that such service can create an enjoyable atmosphere for visitors that would serve as a benefit for the community, provided that such service is planned and managed properly.

APPROPRIATE EXAMPLES



SITE DESIGN

Standards

1. Outdoor sales area **shall** meet the City's Code 19.905: Outdoor Vendor.
2. Outdoor sales area **shall not** be on public property and **shall not** be in the front, side or rear setback.
3. Outdoor sales area **shall** maintain a five (5) foot clear and unimpeded path to any and all building entrances.
4. Display furnishings (e.g., carts, racks, shelves, baskets, etc.) **shall** be of commercial grade, and **shall** be constructed primarily of wood and metal.
5. Lightweight chairs and tables are **prohibited**.
6. Display furnishings and displayed merchandise **shall not** encroach beyond the permitted use area or overhang pedestrian circulation paths.
7. Hanging of display items from overhead canopies, porches, doors awnings or other parts of the building (including the facade itself) is **prohibited**, unless conditionally approved by DRC.
8. Free-standing display furnishings and merchandise **shall** be stored indoors outside of business hours.
9. Individual items to be displayed and individual display furnishings **shall not** exceed seven (7) feet in height.
10. Temporary tents are **prohibited**, unless conditionally approved for a special event.
11. Vending carts **shall** have integral roofs or umbrellas. Any roof or covering **shall** be of similar color schema used on the primary building.
12. Umbrellas **shall** use a canvas-type fabric and **shall** provide a minimum of seven (7) foot vertical clearance.
13. Lighting of outdoor displays **shall** be approved by the DRC.

14. Outdoor sales area **shall not** include signs or other forms of advertising, including “sale” signs on boards, balloons, pinwheels, paper, clothing, streamers, or on merchandise affixed to the outdoor display.
15. Outdoor display and storage areas **shall** be screened from view from adjacent residentially zoned property by a minimum of six (6) foot solid fence or wall.
16. **Prohibited** sale items to be displayed outdoors include the following: alcohol, alcohol paraphernalia, drug paraphernalia, tobacco products, firearms, knives, hazardous materials, counterfeit materials, trash or discarded boxes, packing materials, and any other materials prohibited by code.

Recommendations

- A. Display merchandise should fit within or upon the display furnishings and should not be draped from or hang over the sides.
- B. The use of unstained or unpainted pressure-treated wood is discouraged.
- C. Outdoor display and storage areas should be partially screened from view of public right-of-way up to four (4) foot in height. Landscaping elements placed between fence and public-right-of-way is encouraged.

APPROPRIATE EXAMPLES



Scale, Articulation & Roofline

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

BUILDING DESIGN



APPROPRIATE Vertically-proportioned buildings with articulation of structural bays and tall windows.



NOT PERMITTED Wide building with no vertical expressions to break up the facade.



APPROPRIATE The images above illustrate techniques used to vary the facade heights along a long facade, meeting the 25% threshold described in **Standard 3**.



REQUIRED Use of horizontal expression line.

Standards

1. New buildings **shall** be at least sixteen (16) feet tall from sidewalk grade to the facade termination (top of the parapet/cornice).
2. New buildings with a total width equal to or greater than their height **shall** utilize one or more of the following techniques to mitigate horizontally-proportioned facades:
 - expression of structural bays,
 - variations in material,
 - variation in the building plane, and/or
 - vertically-proportioned windows.
3. Street-facing building facades over hundred (100) feet in length **shall** have a minimum of twenty-five (25) percent of the facade vary in overall height, with such difference being four (4) feet or more measured eave to eave or parapet to parapet.
4. 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.
5. A discernible “base” **shall** be established. The base **shall** be at least two (2) feet in height, but may include the entire first floor.
6. Any secondary facade facing a public street (corner buildings) **shall** incorporate design qualities similar to the primary front facade.
7. A positive visual termination at the top of the building **shall** be established, such as a pitched roof with gable(s) facing the street or a flat roof with a defined cornice.
8. Pitched roofs **shall** have a slope no less than 5:12.
9. An accurately-measured elevation of each exposed building facade, including roofline, **shall** be submitted with the Design Standards Checklist. The elevations **shall** include for reference purposes any adjacent buildings, including the roof profile, window configuration and any other important architectural features.

Recommendations

- A. A full two story building is encouraged, wherever feasible.
- B. Vertically proportioned facade design is encouraged, especially on Broadway Avenue.
- C. All new buildings are encouraged to utilize details or changes in materials to create a discernible base, middle and top.
- D. New buildings should incorporate horizontal expression lines from existing buildings within the same block, whenever practical.
- E. Use of the same material and color palettes of the primary facade on secondary facades (corner buildings) is encouraged.
- F. All building faces should use design features (i.e. window proportions, expression of the structural bays, etc.) similar to the primary front facade.
- G. Parapet walls with cornices are encouraged.
- H. Unique and decorative cornice designs are encouraged to generate character and building identity.

TOP

MIDDLE

BASE



APPROPRIATE Demonstration of base, middle and top on an existing downtown building (Standard 5, Standard 7 & Recommendation “C”).



APPROPRIATE Examples of secondary facades continuing the design quality, material palette, and color palette of the primary facade (Standard 6).



PROHIBITED A low-slope roof, which does not meet Standard 8.

Windows, Doors & Garages

INTENT: To enliven and activate the street, and to reinforce the existing building character within the downtown area.

BUILDING DESIGN



ALLOWED Because more than 35% of the **ground floor facade** is **clear glass**, visual connections between the street and the building are strong.



ALLOWED Use of a garage door or accordion-style door is allowed on Broadway Avenue if it provides pedestrian access only (no vehicle access) and provides high visibility into the interior space.



APPROPRIATE The street-facing parking garage door is set back from the primary building plane, reducing its overall impact on the facade.

Standards

1. **WEST of Church Street only**, street-level facades facing a public street **shall** be comprised of at least thirty-five (35) percent **clear glass** (up to ten (10) feet above sidewalk grade).
2. **EAST of Church Street only**, ground level facades facing a public street **shall** be comprised of at least twenty-five (25) percent **clear glass** (up to ten (10) feet above sidewalk grade).
3. New buildings with upper stories (i.e. functional floor area above the ground level) **shall** have windows on all street-facing facades.
4. **WEST of Church Street only**, new garage doors facing Broadway Avenue are **prohibited**, unless it is only providing pedestrian access to the building's interior space (no vehicle use).
5. If allowed, new **Vehicle-access Garage Doors** facing a public street **shall** use one or more of the following techniques to mitigate their impact on the street frontage:
 - set back the garage bays from the primary facade a minimum of four (4) feet,
 - set back every third (3) garage door a minimum of (2) from the remaining garage door bays, and/or
 - screening garage doors from the street.
6. **Walk-up Service Window** facility **shall** be designed as an integral part of the design following the rhythm and proportions found in the remainder of the facade.
7. The queuing area/line for the **walk-up service window** **shall** be designed to not interfere with general pedestrian circulation and building entry/exit (four feet minimum "clear path"), parking and vehicular circulation, and other primary functions of the property. Potentially this would require recessing the walk-up window into the building.
8. Any signage on glass windows and doors **shall** meet the requirements under Signage Design - General (p.10-15) and Signage Design - Type Specific (p.22) within this Design Standards Handbook.

9. **Temporary Window Coverings**, excludes **Window Treatments**, **shall not** cover more than fifty (50) percent of the storefront windows if directly applied, or within three (3) feet of the window pane. If placed beyond three (3) feet, it **shall not** cover more than seventy (70) percent of the **Storefront Display Windows**, as viewed straight on. Spaces under renovation and construction are exempt from this standard.

10. **Temporary Window Coverings shall** be made of neutral or muted colored fabric. Plastic, paper and fluorescent/bright colored materials are **prohibited**. Spaces under renovation and construction are exempt from this standard.

11. If windows have to be papered due to renovation/construction, the paper **shall** be neutral in color and the window(s) **shall** be covered by single sheets of paper (i.e., do not use multiple pieces taped together).

Recommendations

- A. Retaining (or uncovering) pre-existing window openings is encouraged.
- B. Downtown buildings should activate the street by providing significant visibility through the street-level facade, including garage doors (if allowed), to activities or displays within the building.
- C. The use of reflective or dark-tinted glass on the front facade is discouraged, especially at the street level.
- D. If covering windows during the off-season, placing a screen at least three (3) feet back with merchandise, or exhibit that benefits the public, displayed is the preferred treatment.
- E. If the **temporary window covering** extends the length of the window, it is preferred that it does not extend higher than six (6) feet from sidewalk grade for security purposes.
- F. Should **Window Treatments** be desired on the storefront windows, roller shades and curtains placed at least three (3) feet from the window pane (to allow for display area) is preferred.



APPROPRIATE

As shown in the image on the left, the walk-up window can fit seamlessly in the building architecture.



APPROPRIATE The above is an example of a well designed storefront providing visual interest (merchandise on display), while still blocking view of most of the store. The screen covers only a portion of the window to allow for some visibility, which allows a patrol person to see into the store. Below offers exhibits with a roller shade set back several feet from the glass pane.



Projections

INTENT: To reinforce the existing building character within the downtown area.



ALLOWED This image demonstrates **Standard 7** requirements for **awning** placement.



APPROPRIATE This **awning** is made of textile fabric with the traditional shed profile, hanging skirt valance, and sits below the **transom** windows.



NOT PERMITTED **Awnings** may not be illuminated internally, as it is inconsistent with the desired historic character for the downtown area.

Standards

1. Signage on projections **shall** meet the requirements under Signage Design - General (p.10-15) and Signage Design - Type Specific (p.19) within this Design Standards Handbook.
2. Building projections, such as balconies, bay windows, **canopies** and **awnings**, **shall not** extend more than six (6) feet beyond the property line at the sidewalk.
3. Building projections **shall** relate to and complement the primary colors of the building facade.
4. New **canopies** in the public **right-of-way** are **prohibited**.
5. **Awnings shall** be at least three (3) feet in depth and have a minimum clearance height of eight (8) feet above the sidewalk grade.
6. **Canopies** and **marquees shall** have a minimum clearance height of ten (10) feet above the sidewalk grade with any signage underneath these structures having a minimum clearance height of eight (8) feet.
7. **Awnings** and **canopies shall not** be made of shiny materials or have a shiny finish.
8. Glowing **awnings (backlit, light shows through the material)** are **prohibited**.

Recommendations

- A. If a building has **transom** windows, the **awning** should be mounted below those windows.
- B. Retractable, open-ended shed **awnings** are the **preferred** style.
- C. The **preferred** material for **awnings** and canopies is fire resistant, textile material. Metal, glass, vinyl with matte finish, canvas, canvas blend, and acrylics that resemble canvas are also appropriate materials.
- D. **Awnings** with a front valance or skirt, which hangs down from the **awning's** front edge, are **preferred**.

Colors & Materials

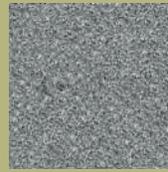
INTENT: To reinforce the existing character, and to provide for variety and visual interest.

Standards

1. Day-glo or fluorescent colors are **prohibited**.
2. Bright colors are **prohibited** for the primary facade color, but are acceptable as a secondary color to highlight expression lines or details.
3. **Prohibited** building materials include gravel aggregate materials, vinyl siding, **manufactured stone veneer**, and polished stone.
4. **Metal panel/siding systems** (e.g., **corrugated/ribbed panels**) and other panelized products **shall** only be used as an accent building material along Broadway Avenue, on cross streets to Broadway Avenue up to mid-block alley, or facing the river/riverwalk.
5. Excluding areas restricted in **Standard 4**, metal panel/siding systems and other panelized products **shall not** cover more than fifty (50) percent of the facade.
6. **EIFS, metal panel/siding systems** and other panelized products are **prohibited** at the base of the building where susceptible to damage (a minimum of three (3) feet above grade).
7. 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.

Recommendations

- A. Muted tones are **preferred** for the primary facade color, such as the color palettes shown on the left.
- B. **Preferred** exterior finish materials include kiln-fired brick, terra cotta, wood siding / details, fiber cement siding, **engineered wood** siding (e.g., LP smartside, TruWood), and high-quality natural cut stone or brick veneer.
- C. Where allowed, metal siding/panels are **encouraged** to be horizontally-oriented and use panels with deep/mega rib spacing (e.g., 7.2 panel) with a concealed fasteners system.
- D. **EIFS** is **discouraged** as a principle facade material.



NOT PERMITTED (from top left to bottom right): aggregate material, vinyl siding, manufactured stone veneer, and polished stone.



NOT PERMITTED The above materials are not permitted as the primary building material on facades facing Broadway Avenue, cross streets of Broadway (up to alley) or river/riverwalk (from left to right): **corrugated metal, ribbed metal** and other panelized metal products.



Use of metal products as an accent material above the base of the building is allowed; however, use as a primary facade material is prohibited.



APPROPRIATE Example of preferred colors for the primary facade, meeting Recommendation "A".

HISTORIC BUILDING

Historic Cleaning & Restoration

INTENT: To promote the appropriate preservation and restoration of existing architectural features in Wisconsin Dells Downtown Rivers Arts District.

For the purposes of these standards, a structure is considered "historic" if it is at least 50 years old and has retained some historic physical integrity (see Traditional Facade Components).

Standards

1. Chemical or physical treatments that could damage existing painted brick or stone, such as sandblasting, are **prohibited**.
2. If necessary, surface cleaning **shall** use the gentlest means possible. Surface cleaning tests **shall** be conducted to determine the most appropriate cleaning method.
3. New mortar **shall** match the original brick and mortar joint profile, including width and depth. Mortar **shall** duplicate the original in color, texture and strength.
4. Infilling existing historic **base panels** with **concrete block** is **prohibited** (unless it matches the primary facade material). Brick, if used to infill a historic **base panel**, **shall** match the building as closely as possible in size, color, and texture.
5. Masonry on **historic structures** **shall not** be painted, or stuccoed, if it has not been painted historically.
6. Existing entry openings on **historic structures** **shall** be retained, where feasible. If additional entry openings are needed (i.e., for deliveries) they **shall** be placed at regular intervals and should be of similar proportions as the original entry.
7. Existing window openings on facades facing a public street **shall** be retained.
8. Original or historic features, including columns, bulkheads, **transoms** and moldings, **shall** be retained, if possible.
9. Inappropriate past additions to buildings **shall** be considered for removal. Elements such as siding, signs, wood filler in window openings, stucco, or exterior siding materials are some materials that **shall** be considered for removal in renovation.



NOT PERMITTED

Sandblasting can be very destructive to historic masonry, as shown above.



ALLOWED Chemical / Softblast Cleaning



APPROPRIATE The before and after images show a restoration project that revealed the original brick and architectural details.

HISTORIC BUILDING

Recommendations

- A. Firms that specialize in historic preservation are recommended both for cleaning and repair (contractors) and for wholesale recreation of historic elements (architects).
- B. 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.
- C. Building owners are encouraged to use a “historic” color for the primary facade color of historic structures. Many of the major paint manufacturers such as Pratt & Lambert, Benjamin Moore, Sherwin Williams publish “historic color” sample charts which are available at paint dealers.
- D. Previously obscured design details should be revealed and restored, whenever feasible.
- E. Building owners are encouraged to remove materials which cover the **transom**. If the ceiling inside has been lowered behind the **transom**, it is recommended that the ceiling be raised for a few feet behind the **transom**.
- F. If the original **base panel** is in poor condition or is missing, building owners are encouraged to reconstruct it with materials consistent with the size and design of the original panels.
- G. Retaining existing window openings on historic structures is encouraged on all building facades.
- H. Replacement doors and windows on a historic building should maintain the historic character of the building by matching the original material, proportions, design, etc.
- I. Artificial stone, brick veneer, or vinyl / aluminum products applied over masonry surfaces is discouraged.
- J. Architectural details should not be obscured or covered up by siding, **awnings** or signage.

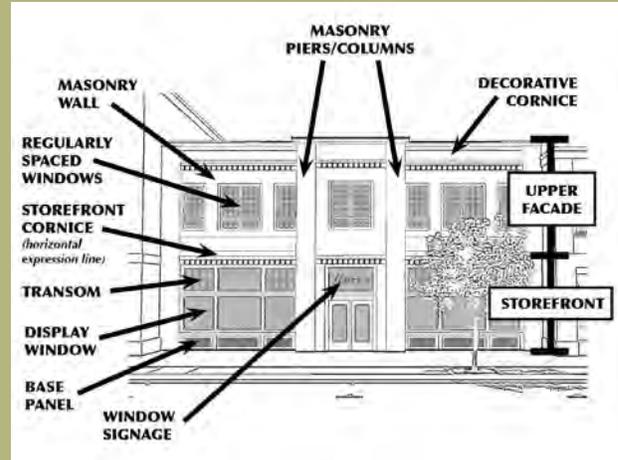


Illustration showing the **traditional facade components** of a downtown storefront building.



APPROPRIATE An example of a reconstructed architectural pediment.



NOT RECOMMENDED Filling of window openings with wood, brick, or any other materials is discouraged.

Certificate of Appropriateness

City of Wisconsin Dells: Downtown Design Review Application for Certificate of Appropriateness

Address of Property:

Property Owner Name:

Property Owner Address:

Street

Municipality

State

Property Owner Phone Number: (Home/Mobile):

e-mail address

Have you reviewed the Downtown Wisconsin Dells Design Standards?

Yes

No

Is the structure more than 50 years old?

Yes

No

Scope of project to include: (Please check appropriate items.)

New Construction

Siding

Signage

Building Addition

Landscaping / Fencing

Exterior Lighting

Façade Restoration

Parking / Rear Access

Other: _____

Awning/Canopy/Shutters

Doors, Windows, & Entrances

Roofing

Exterior Painting

Briefly explain the proposed work: (Attach extra sheets if necessary.)

Last Modified: January 4, 2016

Page 1 of 2

CERTIFICATE OF APPROPRIATENESS

Certificate of Appropriateness

City of Wisconsin Dells: Downtown Design Review Application for Certificate of Appropriateness

Please submit the following information:

- One historical (if available) and one modern photograph of building
- Eight (8) copies of plans of proposed work, including color and/or material samples if appropriate.
- A completed downtown design standards checklist

Estimated total cost/budget for proposed project:

Do you have any questions or concerns?

I understand the criteria for this application, approval and reviews by the Design Review Committee and agree to be subject to the Downtown Design Standards for the above described work in accordance with City ordinances.

Signed: _____ Date: _____

Property Owner

FOR OFFICE USE ONLY

Application Number: _____

Received By: _____

Date of Meeting: _____

Approved or Denied?: _____

Date Received: _____

Conditions of Approval or Reasons for Denial:

Last Modified: January 4, 2016

Page 2 of 2

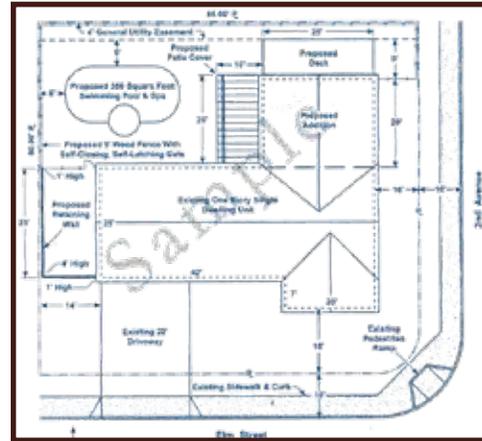
Signage Design Checklist

Instructions

If a section of these standards does not apply to the proposed project (e.g. parking standards for a facade renovation project) the entire section can be skipped by checking the “does not apply” box NA . If any part of a section does apply, please fill out the entire section with checks for completed standards and cross outs for any that do not apply.

The following items shall be submitted for review (unless the Zoning Administrator determines that they are not needed because of the project is limited in scope):

- Certificate of Appropriateness Application
- Design Standards Checklist
- Site Plan (see page 3)
- Building Elevation
- Color / Material Swatches
- Lighting



Sample Site Plan
(Information provided dependent on permit requested)



Sample Elevation

DESIGN STANDARDS CHECKLIST

Applicant
Staff / ZA
DRC

SIGNAGE DESIGN - GENERAL

SIGN ORIENTATION, PLACEMENT & MASSING

NA

Comments (office use only):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Signs are placed to fit in with the building’s overall architecture composition and does not compete with its architectural features, especially on historic facades.

2. Placement of signs does not obscure window or doorways, including door, glass panes and corresponding trim and supports.

3. Placement of signs do not significantly obscure the building’s architecture features.

Signage Design Checklist

	Applicant	Staff / ZA	DRC	
1. On masonry buildings, signage will be mounted through the mortar joints, not in the masonry itself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIGN INSTALLATION <input type="checkbox"/> NA Comments (office use only): <hr/> <hr/>
2. The sign installation method does not obscure window or doorways, including door, glass panes, and corresponding trim and supports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The sign installation method does not significantly obscure the building's architectural features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Awnings are not internally illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIGN LIGHTING <input type="checkbox"/> NA Comments (office use only): <hr/> <hr/>
2. High-lumen exterior lamps: 1) are located and shielded to prevent the casting of direct light or glare on adjacent roadways or properties; and 2) do not interfere significantly with the sign or sign bracket.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All sign lighting is securely and permanently affixed to prevent movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. If a wall or projecting sign is internally illuminated, the background is opaque and only the lettering/symbols are illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any blade sign is not internally illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Sign materials are durable and easy to maintain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIGN MATERIALS, COLORS & LETTERING <input type="checkbox"/> NA Comments (office use only): <hr/> <hr/>
2. The sign style, colors and materials complement the character of the building and other signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Sign substrate is either MDO, Aluminum, or Aluminate. If acrylic material is used, it simulates metal or wood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. No highly reflective material is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The color tones between a sign's lettering/symbols and background have sufficient contrast to make the sign clearly legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. The main lettering and predominant background are not fluorescent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DESIGN STANDARDS CHECKLIST

Signage Design Checklist

DESIGN STANDARDS CHECKLIST

		Applicant	Staff / ZA	DRC		
SIGNAGE DESIGN - TYPE SPECIFIC						
<p>MONUMENT SIGN</p> <p><input type="checkbox"/> NA</p> <p>Comments (<i>office use only</i>):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1. Only one monument sign per lot that is not larger than 60 sq.ft. Also the sign area does not exceed the total allowable signage per business frontage (see Municipal Code Section 22.10(3)).	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2. The building(s) is setback, or the primary entrance is, 8-ft or more behind the public sidewalk. If not, a monument sign is not allowed.	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3. The monument sign is oriented perpendicular to the sidewalk.	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4. The monument sign is no taller than 6-ft, at the highest point, above the sidewalk grade.	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5. The base of the sign is landscaped.	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6. If a LED changeable messaging sign is incorporated in the monument sign , it does not make up more than 25% of the sign area, inclusive of the base area.	
	<hr/>					
	<p>WALL SIGN</p> <p><input type="checkbox"/> NA</p> <p>Comments (<i>office use only</i>):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1. There is only one wall sign present per every 50 feet of frontage (e.g. 1-49 feet: one sign; 50-99 feet: two signs; 100-149 feet: three signs and so on)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2. The sign area does not exceed 60 sq.ft. and does not exceed the total allowable signage per business frontage (see Municipal Code Section 22.10(3)).
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3. The primary wall sign is located above the street-level windows/doors.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4. If a historic sign board area exists above the transom windows, the primary wall sign fits within this space and does not extend beyond this signboard edges.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5. Signs below 8-ft from grade do not project more than 2-inches from the building and above 8-ft do not project more than 18-inches.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6. The highest point of the wall sign does not extend more than 5 ft. above the roofline, cornice or parapet.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Signage Design Checklist

	Applicant	Staff / ZA	DRC	
<p>1. There is only one projecting sign present per every 50 feet of frontage (e.g. 1-49 feet: one sign; 50-99 feet: two signs; 100-149 feet: three signs and so on).</p> <p>2. The sign area does not exceed 50 sq.ft. and does not exceed the total allowable signage per business frontage (see Municipal Code Section 22.10(3)).</p> <p>3. The projecting sign is two-sided.</p> <p>4. The projecting sign is/will be mounted above the first floor and is/will not be more than 5 feet above the roofline, cornice or parapet whichever is highest.</p> <p>5. Projecting signs are at least 40 feet apart, except each business is allowed to have a projecting sign.</p> <p>6. The mounting bracket complements the projecting sign and the building's architectural style.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PROJECTING SIGN</p> <p style="text-align: right;"><input type="checkbox"/> NA</p> <p>Comments (<i>office use only</i>):</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>1. Changes to awnings, canopies and marquees meet the requirements under Building Design - Projections (p.48 in checklist).</p> <p>2. Awning signs do not cover more than 75% of the valance/flat profile, or cover more than 50% of the awning roof.</p> <p>3. Canopy and marquee signs do not cover more than 75% of the valance/flat profile.</p> <p>4. Signage on retractable awnings are located on the front valance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>AWNING, CANOPY & MARQUEE SIGN</p> <p style="text-align: right;"><input type="checkbox"/> NA</p> <p>Comments (<i>office use only</i>):</p> <hr/> <hr/> <hr/> <hr/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DESIGN STANDARDS CHECKLIST

Signage Design Checklist

DESIGN STANDARDS CHECKLIST

WINDOW SIGN

NA

Comments (office use only):

Applicant
Staff / ZA
DRC

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Signage, excluding product display, does not cover more than 25% of each **storefront display window/door area** (generally between 2-7 feet from grade).
2. All **window signage**, including interior signage and product display within 3-ft of the panes of glass, does not cover more than 50% of each **storefront display window/door area**.
3. Sign lettering and images are created from high-quality materials such as paint, gold-leaf, etching, vinyl or neon.
4. There is no neon cabinet/canister and flashing neon signs. Exposed neon lettering/script is allowed.

PORTABLE SIGN

NA

Comments (office use only):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. One **portable sign** is planned per business that has obtained a state-issued **food license**.
2. The total area of the **portable sign** does not exceed 6 sq.ft., inclusive of border and trim.
3. Any **sandwich board** is no taller than 3 feet and no **pedestal sign** is taller than 4 feet.
4. **Portable signs** are constructed of durable materials, such as wood and metal.
5. **Portable signs** are not illuminated or contain moving parts.
6. Excluding chalkboard signs, all **portable sign** graphics are professionally painted or applied.
7. **Portable signs** are braced and/or secured to prevent motion using components that complement the sign's design, materials and colors.
8. **Portable signs** are located within 10-ft of business entrance, but not placed to interfere w/ pedestrian ingress and egress.
9. **Pedestal signs** are not placed in the public R.O.W.
10. **Portable signs** meet the additional requirements in the Municipal Sign Ordinance (Sec. 22.09(8)).

Signage Design Checklist

	Applicant	Staff / ZA	DRC	
1. Business has a maximum of one blade sign per public entrance , and if multiple blades signs on a single business frontage they are at least 40-ft apart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>BLADE SIGN</p> <p><input type="checkbox"/> NA</p> <p>Comments (<i>office use only</i>):</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. The blade sign has a height between 12-24 inches and a width of 24-36 inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The blade sign will be hung using a Wisconsin Dells custom mounting arm(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. If multiple blade signs are used, they are all the same style and shape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Blade signs have a minimum height clearance of 8-ft from sidewalk grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Blade signs are mounted below the sills of the second story windows or where second floor windows typically would reside on the building if none exist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Blade signs are two-sided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Blade signs do not include business contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DESIGN STANDARDS CHECKLIST

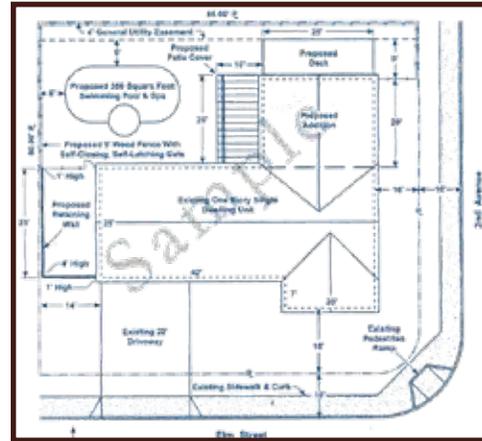
Building & Site Design Checklist

Instructions

If a section of these standards does not apply to the proposed project (e.g. parking standards for a facade renovation project) the entire section can be skipped by checking the “does not apply” box NA . If any part of a section does apply, please fill out the entire section with checks for completed standards and cross outs for any that do not apply.

The following items shall be submitted for review (unless the Zoning Administrator determines that they are not needed because of the project is limited in scope):

- Certificate of Appropriateness Application
- Design Standards Checklist
- Site Plan (see page 3)
- Building Elevation
- Color / Material Swatches
- Lighting



Sample Site Plan
(Information provided dependent on permit requested)



Sample Elevation

Applicant	Staff / ZA	DRC
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SITE DESIGN

STREET RELATIONSHIP

NA

Comments (office use only):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Primary structure is built to the property line, unless the setback will be used for an outdoor seating area, a hardscape plaza or similar space.

2. At least one functional building entrance is along the building facade facing the street. If facing multiple streets, this entrance is on the most prominent street.

Building & Site Design Checklist

	Applicant	Staff / FC	Plan Com.	
<p>1. Parcels abutting or across the street from residential or park uses do not (or will not) create more than one (1) footcandle reading at property line of affected parcel (at 5 feet from grade).</p> <p>2. Parking/security poles are no taller than the building height restrictions in the underlying zoning district, or 35 feet, whichever is less. If abutting residential, the poles are no taller than 25 feet.</p> <p>3. Exterior light fixtures are designed to complement the character/style of the building.</p> <p>4. Spec sheets for each light fixture are submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>EXTERIOR LIGHTING</p> <p><input type="checkbox"/> NA</p> <p>Comments (<i>office use only</i>):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>1. No off-street parking is in front of the building.</p> <p>2. <u>WEST of Church Street Only</u>, side yard parking covers no more than 70 feet in width.</p> <p>3. <u>EAST of Church Street Only</u>, side yard parking covers no more than 140 feet in width.</p> <p>4a. The building entrance has a walkway connecting to the public sidewalk.</p> <p>4b. Walkways crossing parking areas or a drive aisle are clearly marked by striping or material change.</p> <p>5. Parking stalls and drive aisles are separated from the public ROW and adjacent properties by a planted landscape buffer (5 feet in depth).</p> <p>6. Parking lots adjacent to residential properties have a semi-opaque buffer (min. of 4 feet in height).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PARKING AREAS</p> <p><input type="checkbox"/> NA</p> <p>Comments (<i>office use only</i>):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

DESIGN STANDARDS CHECKLIST

Building & Site Design Checklist

DESIGN STANDARDS CHECKLIST

STORAGE & SERVICE AREAS

NA

Comments (office use only):

Applicant
Staff / ZA
DRC

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Screening is compatible with the building architecture (material palette & design elements), as well as other site features.
2. Trash/recycling containers & street-level/rooftop mechanical equipment are not visible from the street, waterfront, or neighboring property (unless screening impedes functionality/service).
3. Service boxes are located away from the pedestrian zone (e.g., side/rear yard).
4. Permanent loading docks and/or staging areas are not in the front yard -AND- any loading areas visible from the street or facing residential property are screened with landscaping &/or wall not less than 6 feet in height & integrated with the overall site design &/or building elements.
5. There is no outdoor storage of products, materials, or equipment in the front yard.
6. Short-term display items, or items that are available for purchase by customers, meet City Code sec. 16.30.

BUILDING DESIGN

SCALE, ARTICULATION & ROOFLINE

NA

Comments (office use only):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. New building is between 16 feet tall.
2. Any building with a total width equal to or greater than its height utilizes one or more of the following techniques:
 - expression of structural bay,
 - variation in material,
 - variation in the building plane, -AND/OR-
 - vertically-proportioned windows.
3. Street-facing building facades over 100 ft. in length vary 25% of the facade in overall height with such difference of at least 4 ft.
4. New building has a horizontal expression line between the first floor & the upper floors that projects at least 2 inches from the building plane.

Building & Site Design Checklist

	Applicant	Staff / ZA	DRC		
5. The building has a discernable “base” of at least 2 feet, but can include the entire first floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCALE, ARTICULATION & ROOFLINE (CONT.) <input type="checkbox"/> NA Comments (office use only): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
6. Any secondary facade facing a public street (corner building) incorporates similar design qualities to the primary front facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. There is a positive visual termination at the top the building (e.g. pitched roof w/ a gable or a flat roof w/ a defined cornice).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Pitched roofs have no less than 5:12 slope.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. An accurately-measured elevation of each exposed building facade, including roofline, has been submitted w/ this Design Checklist. Elevations include adjacent buildings, including roof profile, window configuration and any other important architectural features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<hr/>					
1. <u>WEST of Church Street only</u> , street-level facades facing a public street has at least 35% clear glass (up to 10-ft above sidewalk grade).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		WINDOWS, DOORS & GARAGES <input type="checkbox"/> NA Comments (office use only): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. <u>EAST of Church Street only</u> , street-level facades facing a public street has at least 25% clear glass (up to 10-ft above sidewalk grade).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Upper stories on new buildings have windows on all street-facing facades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. <u>WEST of Church Street only</u> , there are no new garage doors facing Broadway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. If allowed, vehicle-access garage doors facing a public street have been minimized by using one or more of the following techniques:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> set back garage bays from the primary facade a minimum of 4 feet, <input type="checkbox"/> set back every 3rd garage door a min. of 2 feet from remaining garage door bays, -AND/OR- <input type="checkbox"/> screening garage doors from street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. A diagram illustrating the percentage of transparent glass on each street-facing facade has been submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

DESIGN STANDARDS CHECKLIST

Building & Site Design Checklist

DESIGN STANDARDS CHECKLIST

PROJECTIONS

NA

Comments (office use only):

<input type="checkbox"/>

Applicant
Staff / ZA
DRC

1. Signage on projects meet the requirements under Signage Design - General (p.38-39 in the checklist) and Signage Design - Type Specific (p.41).
2. Building projections (balconies, bay windows, **canopies** and **awnings**, do not extend more than 6 feet beyond the property line at the sidewalk.
3. Building projections relate to and complement the primary colors of the building facade.
4. New **canopies** are not in the public R.O.W.
5. **Awnings** are at least 3 feet in depth and have a minimum clearance height of 8 feet above grade.
6. **Canopies** and **marquees** have a min. clearance of 10 feet from grade AND signage underneath has a min. clearance of 8 feet.
7. **Awning** and **canopies** are not made of shiny material or have a shiny finish.
8. There are no glowing awnings (backlit).

COLORS & MATERIALS

NA

Comments (office use only):

<input type="checkbox"/>

1. There are no day-glo or fluorescent colors used.
2. There are no bright colors used for the primary facade color.
3. Gravel aggregate materials, vinyl siding, **manufactured stone veneer** and polished stone is not being used as an exterior building material.
4. **Metal panel/siding systems** and other panelized products are only being used as accent materials on facades facing Broadway Avenue, cross streets to Broadway Avenue (up to alley), or river/riverwalk.
5. Where allowable, **metal panel/siding systems** and other panelized products are covering more than 50% of the facade.
6. **EIFS, metal panel/siding** and other panelized products are not used below 3 feet from grade.
7. A picture and a sample of each exterior material and a facade illustration indicating colors and materials have been provided w/ Checklist.

Ammendment History

Date	Item	Description
01-18-2016	R-4237	Resolution to Adopt Original Standards
09-18-2017	R-4433	Resolution to Amend Standards, including: Ourdoor Vending Units, Outdoor food service, temporary window coverings, and various tweaks
05-21-2018	A-833	Amend Standards and Sign Code Administration section to allow DRC review of any item addressed in the Standards. Updates vending unit requirements.
03-18-2019	R-5044	Resolution to add Standards for fences