



## MEETING NOTICE

### AGENDA FOR LONG RANGE PLANNING COMMITTEE

A Long Range Planning Committee meeting will be held on  
**Tuesday, September 28, 2021 at 5:30 PM**  
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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#### Join Zoom Meeting

<https://us06web.zoom.us/j/93324698850?pwd=cjJMMXQyN3BpNjYxeW1jM1JVUkhkdz09>

**Meeting ID: 933 2469 8850 | Passcode: LRPC1234**

**Dial by your location: +1-312-626-6799 | Meeting ID: 933 2469 8850 | Passcode: 01265468**

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#### 1. AGENDA:

- A. Call to Order - Roll Call
- B. [City Assessor Information on Property Tax Valuations and Explanations](#)
- C. [Approval of August 24, 2021 Long Range Planning Committee Meeting Minutes](#)
- D. [Reviewing Certificate of Appropriateness - 1110 & 1112 Superior Avenue \(New Construction\)](#)
- E. Reviewing Certificate of Appropriateness - 1206 Superior Avenue (Façade & Sign)
- F. Discussion of Mural at 1118 Superior Ave
- G. Building Inspector Project Updates
- H. Administrator Updates

#### 2. NEXT MEETING DATE: October 26, 2021

#### 3. ADJOURNMENT

**NOTICE:** It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact JoAnn Cram, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

**MEMORANDUM**

**TO:** Brad Hanson, City Administrator  
**FROM:** Heather Wolf, Assessor  
**DATE:** August 5, 2021  
**RE:** 2021 TID #8 and TID #10 Equalized Values

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Brad,

As discussed, there is a drop in the 2021 TID Equalized Values for TIDs #8 & #10 since those districts were over-equalized in 2020 and have been made right for 2021. In 2020 we reported our assessed values to the DOR on the final Municipal Assessment Report, which were then equated by DOR using our reported figures at 87.60% of market value, which was the city-wide overall level of assessment for 2020. This means that the DOR added about 12.4% to our 2020 reported values for those districts to arrive at the 2020 equalized values.

During the 2021 market revaluation, TID #8 only increased about 7% in assessed value, and this year's level of assessment is estimated to be 100%. Since this year's increase in assessed value was not at least 12.4%, the 2021 equalized value dropped in this district. The main reason the 2021 assessed values in this district did not go up as much as other areas in the city is because we had a large amount of decreased utility from a bank transitioning to general office space (which carries a much lower value) and vacating their drive-up building, two buildings that burned down in December 2020 and that generally sales on the older mixed-use buildings have selling for less on average than the previous assessed values. Ideally the values in this district will increase when the two now vacant lots are built on and if sale prices on the older commercial buildings recover from where they are now.

As for TID #10, this district is largely made of up Gundersen Clinic at this point. The hospital is exempt and many of the other parcels are agricultural or small residential parcels. We did not change the Gundersen Clinic real estate value of \$17,344,800 after reviewing the market for such properties for 2021. As with TID #8, our TID #10 value was equalized based 87.60% of market value, again meaning that the 2020 equalized value was calculated at about 12.4% higher than the assessed value. Since this year's values in TID #10 were only .01% higher than last year and this year's estimated level of assessment is 100%, a decrease of about 12% occurred in the equalized value.

Respectfully,

Heather Wolf, Assessor



## LONG RANGE PLANNING COMMITTEE MINUTES

The City of Tomah Long Range Planning Committee (LRPC) met in session on **Tuesday, August 24, 2021** at 5:30 p.m. in the Municipal Building, 819 Superior Ave, Tomah, WI, and via Zoom teleconference. The meeting access information was provided on the posted agenda. The meeting agenda notice was posted at City Hall and on the City's website in compliance with the provisions of Section 19.84 Wisconsin Statutes.

**Call to Order – Roll Call:** Member Chair Remy Gomez called the meeting to order at 5:30 p.m. Members present: Remy Gomez, Jeff Holthaus, Mike Murray via Zoom, Dustin Powell, Tina Thompson, Joanne Westpfahl via Zoom, and Shawn Zabinski via Zoom. Absent: Adam Gigous, Pete Reichardt. Quorum present.

Also in attendance: City Administrator Brad Hanson, Deputy City Clerk Matt Baumgartner, Business owner Erica Rosemeyer and Business owner Dr. Mark Mueller

**Approval of July 27, 2021 Minutes:** Motion by Holthaus second by Powell to approve the minutes of the July 27, 2021 meeting. Motion carried.

**Discussion of Mural at 1118 Superior Avenue:** Thompson presented the possibility of creating a mural to be placed on the south side of the building at 1118 Superior Avenue. The mural would depict an American flag background with the silhouettes of Armed Forces personnel. She didn't have time as of yet to gather all of the necessary information to present and would like to postpone discussing this topic until she has the data to provide. Everyone agreed to postpone this discussion until the next meeting on September 28, 2021.

**Reviewing Certificate of Appropriateness – 1104 Superior Ave (Façade Restoration):** Erica and Taylor Rosemeyer with Rosemeyer Rentals, LLC has submitted an application for certificate of appropriateness for façade restoration at 1104 Superior Avenue, Tomah. The proposed work will include new paint and added woodwork inside the arches. Hanson spoke in Rolff's absence and said that Rolff had reviewed the packet and had no objections

Motion by Thompson second by Powell to approve the Certificate of Appropriateness for Rosemeyer Rentals, LLC at 1104 Superior Avenue, Tomah, as submitted. Motion carried.

**Building Inspector Project Updates:** Rolff is attending another meeting so no updates.

**Administrative Updates:** Hanson briefed the committee on what each TID is estimated to financially increase in increments.

TID 11: 2022 no increase, 2023 if construction of a potential hotel development is started this or next year it may see \$40,000, 2024 \$87,000 with zero expenses

TID 10: No known projects

TID 9: Cardinal was under construction so anticipating \$40,000-\$50,000 by 2023

TID 8 existing: There are a couple companies that are looking at creating business in Tomah next year so estimating \$20,000 based on current values and potential improvements taking into account other similar communities that have those businesses.

TID 8 expansion and annexation: Apartments \$75,000, 3 new twin homes \$6,000 each and a storage company at \$12,000. The total increase in TID dollars with this expansion in 2023 \$90,000, 2024 \$130,000 and 2025 over \$135,000.

It looks like we're improving financially but because of the States reevaluation of TID districts this will only stabilize TID 8. Holthaus asked about the property adjacent to Walmart and Hanson stated it's in the

earliest stages and they have not negotiated a purchase price yet and we don't know if it's retail or a restaurant. All we know is they're looking at the North side of HWY 21 but we don't know how many acres they want. Powell asked for clarification on whether the TID's are profitable, stable or losing money. Hanson said all of the TID's are stable however for 2022 the State did a reevaluation of all the TID districts and TID's 8 and 10 went down in value. When the process for TID 8 was started the intent was to strengthen it but with the reevaluation it will only stabilize it so we won't have to make cuts. Powell asked how, with real estate values as high as they currently are, does the TID value go down. Hanson said it shocked him also and he's had a conversation with our Assessor and some other communities took much larger hits and we are still looking better than we projected. Hanson asked if they would like to have the Assessor come talk to them and Westpfahl stated she would like that.

Business owner Mark Mueller appeared and was hoping to get on the agenda to talk about a frontage road in the potentially annexation area of TID 8. He stated he sent an email at 4:06pm on Monday to the Clerk's office and didn't hear back. Hanson explained the rules for getting on the agenda and stated he emailed Mueller back. Mueller checked his email and found the email from Hanson in his junk email folder. Hanson stated Rolff is absent for this meeting and is the one that would be best to talk with Mueller. Mueller said everyone passes the buck on who he should talk to. Hanson said he will talk to him after this meeting in his office. Discussion was held between Mueller, Murray and Gomez on whether or not an in-depth discussion should be held on property that the city doesn't currently own. Chairperson Gomez told Mueller that the next time he can actively talk about this is if the Common Council approves the land annexation at their meeting September 21, 2021 but that he could also come to the Planning and Zoning meeting at 5:30 p.m. this coming Thursday August 26, 2021.

**Next Meeting Date:** September 28, 2021.

**Adjournment:** Motion by Holthaus, seconded by Thompson to adjourn at 6:08 p.m. Motion carried.

Respectfully submitted by:

*Matthew Baumgartner*

Matthew Baumgartner, Deputy City Clerk, August 27, 2021



# **“THE LOT”**

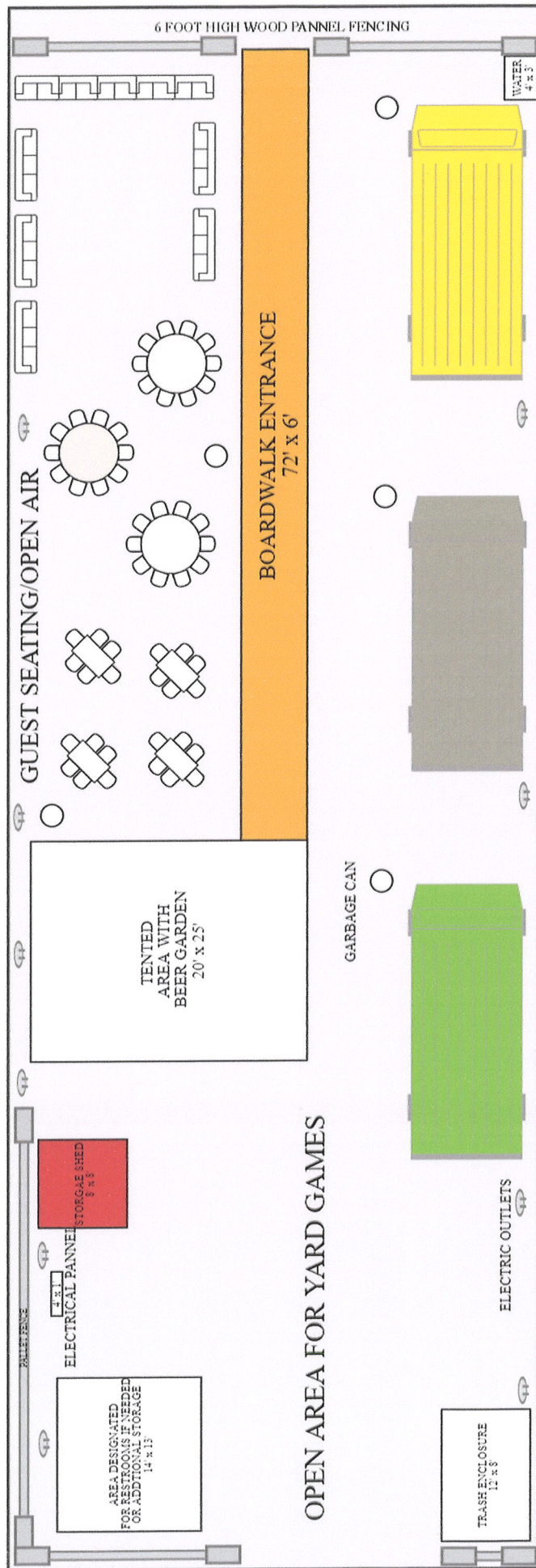
**THE LIFE OF TOMAH**

**TOMAH’S FIRST OUTDOOR FOOD AND  
FAMILY VENUE**

**BUILDING PLANS AND CERTIFICATE OF  
APPROPRIATENESS**

**SUBMITTED 9.20.21 BY BAD PROPERTY  
GROUP LLC**

**ANTHONY DAMIANO  
OWNER/OPERATOR**





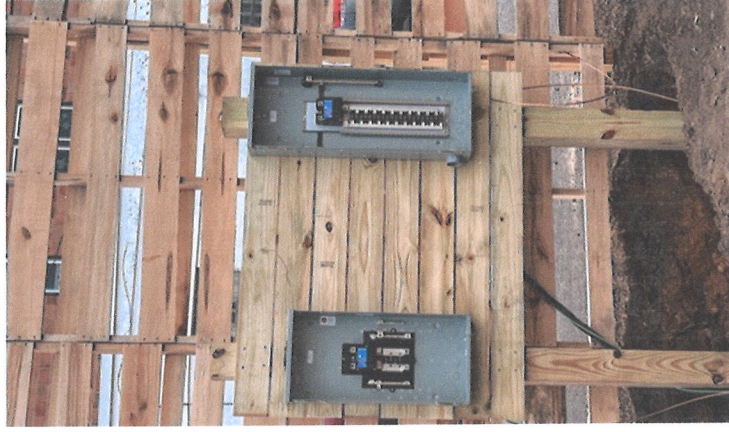
## Inward Facing Service Panel

In order to match regulations mentioned in the "Storage & Service Areas Standards" section of the "Design Standards Checklist."

" 4. Service boxes are located away from the pedestrian zone (e.g., side/rear yard)."

Our Service box is located in the rear of the property away from the pedestrian zone on the inside of our fence facing north.

(Pictured to the right.)



## Signage

Signage to fit within "Downtown Design Standards" Will be hung over entrance when completed.

As stated in the "Signage Design" section of the "Design Standards Checklist"

"1. All signs conform to the sign design and maintenance requirements in the City's Zoning Ordinance"

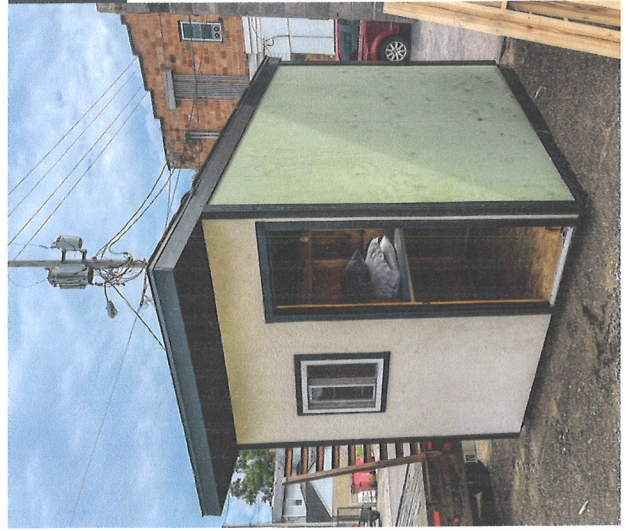
"7. Signage is >25% of each storefront display area."

Following along with standards there will be

No bright colors per request.

No phone numbers or contact info.

(Pictured below)



## Inward Facing Storage Unit

Storage Unit is facing the inside of property with screened fencing behind it, preventing view from street or pedestrian zone to align with "Downtown Design Standard".

(Pictured to the left)





## Pedestrian Walkway

### Pedestrian walkway

Walkway will be constructed of finished wood materials as per downtown design standards.

All pedestrian walkways will be equipped with ramps and handrails as required by the ADA. See floor plan.



## Garbage/Trash



Lot will be outfitted with several commercial grade trash cans for guest use.

It will also have an inward facing dumpster enclosure.

No garbage will be in the residential view.

It will be constructed with finished grade wood per design requirements and have a secured gate for easy entrance.

See floor plan.

## Restroom

We have designated an area in the Southeastern portion of the lot for porter potties should they be required by the board. See floor plan.

Porter potties are an eye sore and don't particularly fit into the downtown design.

We propose using the public restroom facilities located on the corner of Superior Avenue and E. Council St.

This will also promote more foot traffic in the area.



## Tent

We have designated an area in the middle of the lot for our "Beer Garden Tent". See floor plan.

This will be a permanent fixture in the lot and will be built with consideration to the design standards.

We are asking for the permission to tent the "Open Air Guest Seating" in colder months for functionality and convenience to the guests.

See floor plan

This tent will not be a permanent fixture as it will only be needed during colder months.





## Fencing

All Fencing was constructed within guidelines of the "Design Standards Checklist"

As Well as the City of Tomah zoning guidelines.

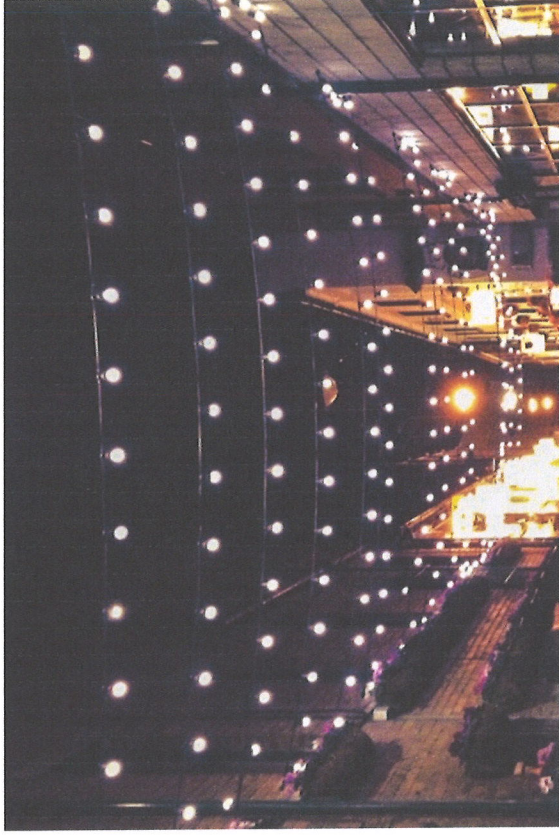
The front fence pictured to the right consists of wood to give a "rustic" theme to the establishment.

The rear will be of the same material with added height.



## Lighting

For the lighting we will be using "Bistro Style" lighting will be hung across the width of the property. All lighting is commercial grade and inward facing. There will be no light pollution created by this form of lighting.



## Terrain

Recycled asphalt is the selected medium for the ground as recommended.

Graded towards the east end of the property for drainage.

Seal coating to be applied on the north half of the building where trucks will be parked.

Some additional white colored rock will be used for decor purposes.

(Pictured to the left)





# Certificate of Appropriateness

## City of Tomah: Building/Site Improvement Review Application for Certificate of Appropriateness

Address of Property:

1110/1112 SUPERIOR AVE.

Property Owner Name:

BAD PROPERTY GROUP / ANTHONY DAMIANO

Property Owner Address (if different from Address of Property):

715 SKATEPARK CT.

Waupun

Street

Municipality

State

Property Owner Phone Number: (Home/Mobile):

516-4916-5684

Have you reviewed the Downtown Tomah Design Standards (if applicable)?

☒ Yes☐ No☐ Not Applicable

Have you reviewed the City's Historic Preservation Ordinance (if applicable)?

☒ Yes☐ No☐ Not Applicable

Is your property a historic site, in a historic district, or contain a historic structure?

☐ 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.)

BUILDING OUTSIDE FOOD TRUCK LOT + FAMILY VENUE

Last Modified: March 2, 2017

Page 1 of 2

# Certificate of Appropriateness

## City of Tomah: Building/Site Improvement 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:

\$120K

Do you have any questions or concerns?

I understand the criteria for this application, approval and reviews by the Long Range Planning Committee and/or Historic Preservation Commission (check with Zoning Administrator if unknown whom will review), and agree to be subject to the Downtown Design Standards and/or Historic Preservation Ordinance (if applicable) for the above described work in accordance with City ordinances.

Signed: 

Date: 9.20.21

Property Owner / Applicant

### FOR OFFICE USE ONLY

Application Number: Shane Rolff, Building Insp.

Received By: LRPC 9/28/2021

Date of Meeting: 9/21/2021

Approved or Denied?: 9/21/2021

Date Received: 9/21/2021

Conditions of Approval or Reasons for Denial:

Last Modified: March 2, 2017



Page 2 of 2

Design Standards Checklist



## 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 . If any part of a section does apply, please fill out the entire section with checks for completed standards and cross out  for any that do not apply.

In addition to this checklist, a site plan shall be submitted, including (*as applicable*):

- ☐ Trash and recycling containers
- ☐ Pedestrian pathways
- ☐ Parking and circulation
- ☐ Landscaping
- ☐ Stormwater management features
- ☐ Lighting

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- ☐ Stormwater management features
- ☐ Lighting

<u>Applicant</u>	<u>Staff / ZA</u>	LRPC
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## SIGNAGE DESIGN

## Sign Type Usage Standards

NA

Comments (office use only):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery.[illegible]

1. All signs conform to the sign design and maintenance requirements in the City's Zoning Ordinance, **-AND-** have applied/acquired sign permit
2. The project does not include following sign types: roof-mounted, pole, external neon cabinet/canister, billboard, **-AND-** there is no canopy in the public right-of-way.
3. All ground signs, if any, utilize monument-style design.
4. Ground signs do not extend higher than the mean street grade following the restriction shown below.
  -  **Downtown Core** Only: 5 feet
  -  **Transitional Area** Only: 8 feet
5. Signage on awnings, marquees and canopies is > 75% of the front valance, flat profile, and/or roof. **- AND -** no signage is placed on the side of the structure.
6. LED changeable messaging sign incorporated in monument sign does not comprise > 30% of the sign area, inclusive of the base area.
7. Signage is > 25% of each storefront display window/door area, excluding product display.



## Design Standards Checklist

	Applicant	Staff / ZA	LRPC	
1. Signs are placed to fit in with the building's overall architectural composition <b>-AND-</b> do not significantly obscure the building's architectural features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sign Placement, Installation &amp; Lighting Standards</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">NA</div> Comments (office use only): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. Placement of signs and mounting systems do not obscure windows or doorways, including door, glass panes, and corresponding trim and supports.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Signage on masonry buildings are mounted through the mortar joints rather than through the masonry itself, if possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Signs do not extend above the roofline, cornice or parapet, whichever is lowest.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. If a historic sign board area exists above the transom windows, the primary wall sign is placed inside this space <b>-AND-</b> does not extend above, below or beyond the edges of the signboard area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Awnings are not internally illuminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Exterior lamps are located and shielded to prevent the casting of direct light or glare on roadways, adjacent properties and the sky, <b>-AND-</b> does not interfere significantly with the sign or sign bracket.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. <b>Downtown Core Only</b> , if wall/projecting sign is internally illuminated, the sign face (background) is opaque with only push thru lettering/symbols illuminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. There are no color changing and "chasing" LED features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# Checklist

	Applicant	Staff / ZA	LRPC	
<b>Sign Materials, Colors &amp; Lettering Standards</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Sign substrate is either MDO, Aluminum, or Aluminate. Acrylic material, if used, simulates metal or wood.
<div>NA</div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The sign style, color and materials complement the character of the building and other signage.
Comments (office use only):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Highly reflective material is not used.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The color tones between the sign's lettering/symbols and background have sufficient contrast to make the sign clearly legible.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. The main lettering and predominant background does not use fluorescent colors.

## SITE DESIGN

<b>Street Relationship Standards</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. <b>Downtown Core Only</b> , primary structures will be built no more than 3-FT from the front property line, except a portion of the building may be set back per the following limitations: <ul style="list-style-type: none"> <li><input type="checkbox"/> The space provides an outdoor seating area, a hardscape plaza, or similar accessible pedestrian space, AND</li> <li><input type="checkbox"/> 25%, or minimum of 10-FT, of the building width is built to the restricted setback, -AND-</li> <li><input type="checkbox"/> Maximum setback of 10-FT.</li> </ul>
<div>NA</div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Transitional Area Only</b> , primary structures will be built within 25-FT of the front property line.
Comments (office use only):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. There is at least one functional building entrance provided on the facade facing the (most prominent) street.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# Checklist

## Design Standards Checklist

	Applicant	Staff / ZA	LRPC	
1. Exterior building and parking light fixtures are either semi- or full-cutoff -AND- not directed to the sky (excluding ground lights directed at building)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Exterior Lighting Standards</b> <div>NA</div> Comments (office use only):
2. Light trespass does not exceed 1.0 footcandles at the property line adjacent to park/residential use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Parking/security poles are no taller than the building height restrictions in the underlying zoning district, or 35-FT, whichever is less. If abutting residential, the poles are no taller than 25-FT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exterior light fixtures are designed to complement the character/style of the building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Spec sheets for each light fixture are submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Parking (5+ vehicles) are paved and include concrete curbs along all parking/drive areas (excluding gaps to allow stormwater flow to basins).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Parking Areas Standards</b> <div>NA</div> Comments (office use only):
2. There is no off-street parking in front of building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. <b>Downtown Area Only</b> , side yard parking is no more than 66-FT wide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. <b>Transitional Area Only</b> , side yard parking is no more than 140-FT wide.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. <b>Walkways are provided connecting the building entrances to the public sidewalk.</b> If the walkway crosses parking areas or a drive aisle they are clearly marked by striping or material change.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Parking stalls & drive aisles are separated from the public ROW & adjacent properties by a planted landscape buffer (at least 5 feet wide).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Parking rows of more than 15 parking spaces are interrupted by a landscape island/median.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Parking lots adjacent to residential properties have a semi-opaque buffer (min. of 4 feet in height).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# Checklist

	Applicant	Staff / ZA	LRPC	
<b>Storage &amp; Service Areas Standards</b> <input checked="" type="checkbox"/> NA Comments (office use only):      	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Screening is compatible with the building architecture, as well as other site features.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Street-level/rooftop mechanical equipment are not visible from the street or municipal parking lot.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Dumpsters are fully screened, including dumpster gate, to not be visible from a public street, unless it has been determined that the screening impedes functionality/service.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Service boxes are located away from the pedestrian zone (e.g., side/rear yard).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Permanent loading docks / staging areas are not in the front yard -AND- if visible from the street or facing residential property it is screened with landscaping and/or wall $\geq$ 6-FT in height and integrated with the overall site and building design.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. There is no outdoor storage of products, materials, or equipment in the front yard (excluding short-term display items or items available for purchase).
<b>Landscaping Standards</b> <input checked="" type="checkbox"/> NA Comments (office use only):      	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All landscaping will be completed within 12 months of the issuance of an occupancy permit or final inspection, in accordance to the approved landscaping plan.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Parking lots (5+ vehicles) include 5 points worth of landscaping per parking space (based on landscaping point system shown on page 19) placed on the parking lot or within 10-FT of said lot.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. <b>Transitional Area Only</b> , development includes 10 points worth of planting per 1,000 SF of enclosed ground floor area (based on landscaping point system shown on page 19) placed along the base of the building, around storage areas and/or along street frontages.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Plantings and low fences located between parking areas and the public sidewalk do not (and naturally will not) obscure vision 3-8 feet above the ground.

## Design Standards Checklist



## Checklist

## Design Standards Checklist

	<b>LRPC</b>	<b>Staff / ZA</b>	<b>Applicant</b>
<b>BUILDING DESIGN</b>			
1. If a new building, it is at least 18-FT tall from grade to top of the parapet or midpoint of a pitch roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Any floor over three is set back from the remainder of the facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If a new building, vertical proportions on the street facade is established (e.g., windows, doors, structural expression, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Any building with a total width equal to or greater than its height utilizes one or more of the following techniques:  <input type="checkbox"/> Expression of structural bay, <input type="checkbox"/> Variation in material, -AND/OR- <input type="checkbox"/> Variation in the building plane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5a. If a new buildings, a discernible base, middle and top is created using details or changes in materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5b. A discernible base is at least 2-FT in height, but may include the entire first floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Any secondary facade facing a public street (corner building) incorporates design qualities similar to the primary facade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Downtown Core Only,</b> new buildings utilize a horizontal expression line that project at least 2 inches, articulating the transition between first and second floors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Street-facing facades over 100 feet in length have at least 25% of the facade vary in height, with such difference being 4-FT or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Downtown Core Only,</b> a flat or mansard roof system is used, unless a pitched roof system is deemed appropriate to the site and building style.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Scale, Articulation &  
Roofline Standard**

Comments (*office use only*): \_\_\_\_\_

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# Checklist

	Applicant	Staff / ZA	LRPC	
<b>Scale, Articulation &amp; Roofline Standards (cont.)</b> Comments (office use only): _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Transitional Area Only</b> , there is a positive visual termination at the top of the building, using either a pitched roof with gable(s) or parapet facing the street, mansard roof, or a flat roof with a defined cornice.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11.</b> The roof has a slope no less than 5:12.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> An accurately-measure elevation of each exposed building facade, including roofline, is submitted. The elevations include for reference purposes any adjacent buildings, including the roof profile, window configuration, and any other important architectural features.
<b>Projections Standards</b>  Comments (office use only): _____ _____ _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.</b> Signage on projections meet the requirements under Signage Design section (P.11-13).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2.</b> Projections, excluding awnings, do NOT extend more than 5-FT beyond the property line. Awnings do NOT extend closer than 3 ft. from the street curb.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3.</b> Canopies and marquees do not use wood or shingle components.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4.</b> Canopies and marquees are a minimum of 10-FT above sidewalk grade.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> Awnings are not made of shiny materials or have a shiny finish.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Awnings/Canopies are at least 3 feet in depth and at least 8 feet above the sidewalk
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> The building has no glowing awnings (backlit, light shows through the material).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Downtown Core Only</b> , awnings are mounted below the horizontal expression line that defines the ground floor.



# Checklist

## Design Standards Checklist

1. Ground-level facades facing the public street are comprised of at least 25% clear glass (up to 10 feet above street grade), excluding Superior Avenue facades in the **Downtown Core** (see Standard #2).

2. **Downtown Core Only**, ground-level facades facing Superior Avenue are comprised of at least 35% clear glass (up to 10 feet above the street grade).

3. New buildings with upper stories have windows on all street-facing facades.

4. **Downtown Core Only**, there are NO garage doors facing Superior Avenue.

5. **Transitional Area Only**, NO new garage doors are facing Superior Avenue, unless it is only providing pedestrian access to the building's interior space.

6. Where allowed, new vehicle-access garage doors facing a public street 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 4-FT,
- Set back every third garage door a minimum of 2-FT from the remaining garage door bays, and/or
- Screening garage doors from the street.

7. Diagram(s) illustrating the percentage of transparent glass on each street-facing facade is submitted.

### Window, Door & Garage Standards



Comments (office use only):



# Checklist

	Applicant	Staff / ZA	LRPC	
<b>Colors &amp; Materials Standards</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. There are NO day-glo or fluorescent colors used on the building.
<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. There are NO bright colors used as the primary facade color.
Comments (office use only):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Gravel aggregate materials, rough sawn wood, vinyl siding, manufactured stone veneer and polished stone are NOT being used on any facade.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Downtown Core Only</b> , metal panel/siding systems and other panelized products are:
				<input type="checkbox"/> NOT visible from Superior Avenue (including corner facades), -AND- <input type="checkbox"/> Does NOT cover more than 25% on all other facades (excluding Superior Avenue).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. <b>Transitional Area Only</b> , metal panel/siding systems and other panelized products do NOT cover more than:
				<input type="checkbox"/> 25% of facades facing Superior Avenue -AND- <input type="checkbox"/> 50% of all other facades.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. EIFS, metal panel/siding systems and other panelized products are NOT used at the base of the building (from 0-3 feet above street grade).
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. A picture and a sample of each exterior material -AND- a facade illustration indicating colors/ materials is submitted.

Design Standards Checklist



# Checklist

## Design Standards Checklist

Applicant

Staff / ZA

LRPC

### SUPER GRAPHIC DESIGN

1. The super graphic does NOT include lettering or imagery that could be construed as a commercial message (i.e., *advertising business conducted, services rendered or goods produced/sold*).

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#### Super Graphics Standards



Comments (office use only):

2. The super graphic shall meet the following design requirements:

- ☐ a. Harmonizes with the structure(s) on the parcel on which it is to be painted;
- ☐ b. Is suitable and appropriate to the district;
- ☐ c. Is well-designed and pleasing in appearance;
- ☐ d. Does not constitute a nuisance to the occupants of adjacent or contiguous property (as determined by the Zoning Administrator or the reviewing entity); -AND-,
- ☐ e. Does not constitute a traffic and safety hazard (i.e. it is not distracting, or is not considered indecent or otherwise offensive to public morals).

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3. Super graphics is NOT on the Superior Avenue Facade.

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4. NO part of the super graphic exceeds the height of the structure to which it is tiled, painted or fixed, -AND- does NOT extend more than six inches from the plane of the wall.

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5. Super graphic is NOT placed over windows, doors or vents.

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6. A graffiti resistant, clear sealer or suitable varnish/topcoat will be applied to finish the mural.

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7. Super graphic will NOT consist of, or contain, electrical components, mechanical components or changing images. Static illumination turned off and back on not more than once a day is excluded from this standard.

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# Checklist

	Applicant	Staff / ZA	LRPC	
<b>RESTORATION &amp; PRESERVATION</b>				
<b>Historic Cleaning &amp; Restoration Standards</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. No use of chemical or physical treatments that could damage existing painted brick or stone, such as sandblasting.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. If necessary, surface cleaning will use the gentlest means possible. A surface cleaning test was conducted to determine the most appropriate cleaning method.
Comments (office use only):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. New mortar matches the original brick and mortar joint profile, including width and depth, -AND- mortar duplicates the original in color, texture and strength.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Existing historic base panels are not planned to be filled in with concrete block, unless it matches the primary facade material. Brick, if used to infill a historic base panel, will match the building as closely as possible in size, color, and texture.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Masonry on historic structures will NOT be painted, or stuccoed, if it has not been painted historically.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Existing entry openings on historic structures are retained, where feasible. If additional entry openings are needed (i.e., for deliveries) they will be placed at regular intervals and should be of similar proportions as the original entry.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Existing window openings on facades facing a public street are retained.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Original or historic features, including columns, bulkheads, transoms and moldings, are retained, if possible.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Inappropriate past additions to buildings should be considered for removal, including siding, signs, wood filler in window openings, stucco, or exterior siding materials

Design Standards Checklist