

CITY OF
Fond du Lac
DOWNTOWN DESIGN REVIEW

PROJECT APPLICATION

DATE SUBMITTED: _____ DARB MEETING DATE: _____

PROJECT LOCATION: _____

BUSINESS NAME: _____

APPLICANT INFORMATION

PROPERTY OWNER: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: (_____) _____

PROJECT REPRESENTATIVE: _____

___ ARCHITECT ___ ENGINEER ___ CONTRACTOR ___ OTHER

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: (_____) _____

PROJECT INFORMATION

- MINOR REPAIR/ALTERATIONS (PAINT, ROOF, WINDOWS)
- EXTERIOR RENOVATION
- SIGN(S)
- AWNING(S)
- BUILDING ADDITION/EXPANSION
- NEW BUILDING

DESCRIPTION OF PROPOSED PROJECT:

CITY OF **Fond du Lac** **DOWNTOWN DESIGN REVIEW**

A P P L I C A B I L I T Y

The Downtown Design Overlay District encompasses Downtown Fond du Lac in the general area between Rees Street and Fifth Street. Changes to properties – such as signage, painting, awnings, roofing, restoration, repairs, additions - are subject to design criteria of the Zoning Code and the *Downtown Fond du Lac Partnership Design Guidelines*.

Most changes to downtown properties require review and approval of the Downtown Architectural Review Board. Certain minor actions may be approved by the Community Development Department, such as the addition or replacement of windows or doors complementary to the color and architectural style of a building, and the addition or replacement of awnings and canopies. Alteration of a building façade that is not visible from a public street or alley - or the interior remodeling of a building - does not trigger architectural design standards. Where a property is a City-designated historic site or structure, the Historic Preservation Commission must review and approve exterior alterations, additions and/or signage; separate review by the Downtown Architectural Review Board is not required.

P R O J E C T R E V I E W & A P P R O V A L

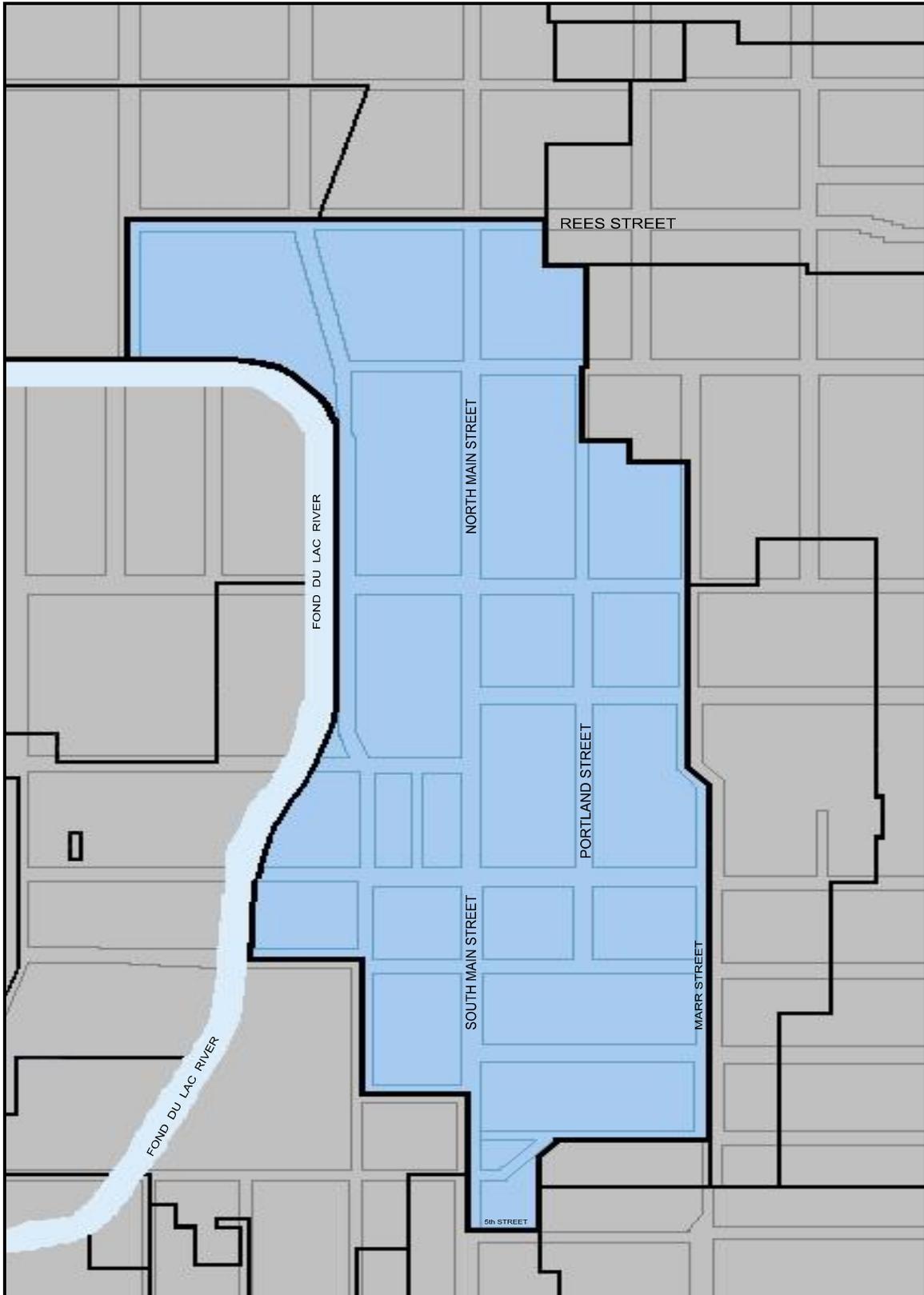
The Downtown Design Overlay District regulations are administered by the Downtown Architectural Review Board. Members of the board include design and construction professionals, downtown business owners and others with knowledge of architectural design principles. The Downtown Architectural Review Board serves the long-range interest of the Downtown to encourage projects that positively affect the value of property.

The DARB will approve, conditionally approve or deny a project. In making a decision the Board considers information provided by the applicant, zoning code requirements of the Downtown Design Overlay District and the *Downtown Fond du Lac Partnership Design Guidelines*. Design considerations include colors and materials, architectural elements, the physical and architectural relationship of the proposal with existing and proposed structures, sign design, lighting. The Downtown Architectural Board cannot waive, modify or allow any deviation from the requirements of the Building Code, Zoning Code or any ordinances or regulations. An appeal of a decision of the Downtown Architectural Review Board may be considered by the Board of Appeals.

P R O J E C T A P P L I C A T I O N

The Downtown Architectural Review Board meets monthly on the first Tuesday at 12:00 p.m. The meeting is held at the City County Government Center, 160 South Macy Street, in Meeting Rooms D-E. A schedule of project submittal and meeting dates is included with the project application. The project applicant or representative should plan to attend the meeting. Project applications and supporting materials must be filed at the Community Development Department one week prior to the meeting date.

DOWNTOWN DESIGN OVERLAY DISTRICT



CITY OF
Fond du Lac
DOWNTOWN DESIGN REVIEW

PROJECT SUBMITTAL REQUIREMENTS

MINOR ALTERATIONS/REPAIR OF EXISTING BUILDINGS

Minor alterations/repair of existing buildings: Painting, roofing, siding, windows, architectural elements.

- (1) Provide a clear depiction of the *existing appearance* of the property: Color photographs and/or color renderings, including adjoining and nearby properties.
- (2) Provide a clear depiction of the *proposed appearance* of the property: Color photographs or color renderings, paint charts, color photographs of replacement architectural components.

SIGNS

- (1) Provide details of all *existing* signage of the property: Color photographs and dimensions of each existing sign (wall, projecting, freestanding)
- (2) Provide details of *proposed* signage: Type of sign (wall, projecting, freestanding), sign location, linear dimension of building façade(s), sign materials, lighting. Color renderings and/or color photographs of proposed signage and building are acceptable.

NEW CONSTRUCTION & MAJOR ALTERATIONS/ADDITIONS

Major alterations: Structural changes, additions, removal of bulk, new construction.

- (1) Provide a clear depiction of the existing building/site conditions: Color photographs, including adjoining and nearby properties.
- (2) Detailed site plan: Show existing building(s), proposed building addition(s), and/or new building(s).
- (3) Front and side building elevations drawn to scale.
- (4) Samples and/or photographs of siding, brick type, roof shingles, paint chips, door/window style, ornamentation, and other exterior materials.
- (5) Exterior lighting details.

CITY OF
Fond du Lac
ARCHITECTURAL REVIEW STANDARDS

City of Fond du Lac Zoning Code Section 11.08 and Section 11.12 D.

Context

Scale

Balance and Proportion

Unity & Theme

Color & Materials

Windows & Doors

Awnings & Canopies

Signage

Mechanical Equipment

CONTEXT

New design elements should match or complement the structure. The visual continuity of roofs and contributing elements (parapet walls and cornices) should be maintained in the design of a new building or building addition. A small building should not be constructed adjacent to a large building.

BALANCE & PROPORTION

A building façade should contain a proportion of height and width. The vertical pattern of building elements should be compatible with buildings in the area. The horizontal pattern of building elements formed by patterns of windows and doors should be spaced at regular intervals on visible facades of the building and be compatible with buildings in the area.

UNITY & THEME

Consistent style and purpose.

COLOR & MATERIALS

The following elements apply to a building exterior that is visible to a public street and/or alley:

- **Building color** should be non-reflective and relate to neighborhood patterns. High intensity, florescent, day glow, neon and metallic colors are discouraged.
- **Primary exterior building materials** should be similar or complementary to neighboring buildings and to the downtown. Materials should consider the adjoining structures to provide a suitable transition from one building to the next. Where a side or rear elevation is not exposed to view from a public street, a combination of primary and secondary materials may be used.
- **Acceptable materials:** Glass, brick, ceramic tile, terra cotta, cultured stone, cut stone, carved stone, stucco, EIFS, wood, decorative concrete block. Stone or brick should be of consistent size and coloration. Oriented Strand Board (OSB) or similar materials are prohibited; non-decorative exposed concrete block, pre-engineered metal building systems and sheet metal is

discouraged. Metal roofs, decorative metal and metal accent components may be considered.

- The traditional storefront design theme of horizontal and vertical rhythms formed by building openings, columns, cornices, kick plates, sign bands, large display windows and transom windows should be used for new nonresidential buildings.
- Building facades should not be cluttered with brackets, wiring, meter boxes, antennae, gutters, downspouts and other appurtenances. Appurtenances must be colored to blend with the building exterior. Ornamentation inconsistent with the general design of the downtown area is prohibited.
- Clear or slightly tinted glass should be used. Mirror glass, smoked glass or heavily tinted glass is not permitted.
- When façade changes are made, hidden architectural elements and original materials should be restored or replaced when practical to match the architecture of the building.

WINDOWS & DOORS

Windows and doors should be similar in size, and proportion and alignment based on the architectural style of the building. Original door and window openings and accenting features must be maintained where practical. First floor windows are required for visibility and transparency along the street. Replacement windows and doors should match the original opening in size, shape and arrangement of panes, minimizing the amount of blocking and/or filler panels.

AWNINGS & CANOPIES

Utilize the same type, style and mounting of awnings and/or canopy for a single building or property. Awnings must have a consistent horizontal alignment across the front of the building, unless the slope of the pedestrian walk or ground requires a horizontal stagger. Awning and canopy size, color and placement should complement the architectural character of the building. Soft, weather-treated canvas or vinyl materials which allow for flexible or fixed installations should be used. Internal illumination is discouraged.

SIGNS

Sign shape, color, materials and illumination must complement the character and architecture of the building for which it serves. Allowable sign area is limited by zoning regulations. (Refer to Zoning Code Section 11.12 D.)

MECHANICAL EQUIPMENT

Utility service and mechanical equipment, and trash/recycling receptacles must be screened from public view. Locate mechanical equipment and service areas at the rear of the building; screen with architectural walls and/or landscaping. Rooftop equipment should be placed a sufficient distance from the building edge to screen equipment from the view of adjacent streets.

ARCHITECTURAL REVIEW STANDARDS