



11333 N. Cedarburg Rd 60W
Mequon, WI 53092-1930
Phone (262) 236-2924
Fax (262) 242-9655

www.ci.mequon.wi.us

INSPECTION DIVISION

Name: _____

Application #: _____

MEQUON ARCHITECTURAL BOARD GUIDELINES FOR RESIDENTIAL STRUCTURES

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

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

Zoning Requirements

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

General

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

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

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

Submission Requirements

The following are required to be submitted to the Inspections office at City Hall prior to the design proposal being placed on the Architectural Board agenda:

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

Roof Geometry

The minimum acceptable roof pitch will be 6/12; however, it is recommended that roofs be pitched more steeply, at 8/12. Generally, all roof pitches on a dwelling should be the same.

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

Size, Proportions, and Scale

Certain zoning code standards, relating to minimum square footage and maximum lot coverage, regulate the size of a proposed structure. However, the Architectural Board is also concerned with the size of a proposed home. It is conceivable that a proposed structure will conform to the technical dimensional provisions of the zoning code, and yet be objectionable from an aesthetic standpoint.

The Architectural Board will evaluate the proposed dwelling's size, placement and orientation in relation to:

- Neighboring homes;
- The lot, including its shape, and other natural features.

Equally important are the proportions and scale of the proposed structure.

Consistency of Elevations

All sides of the structure should exhibit design continuity. Where brick, stone or stucco is used together with cedar on the front elevation, and the brick, stone or stucco is the predominant material, roughly the same proportion of veneer and cedar should be designed into the other elevations affecting an architecturally correct balance.

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

Houses which feature shutters or divided lite windows as design elements should have them on all four elevations. When a specific style or design of window or trim is presented on one elevation, it should be repeated on all elevations, including the garage.

The fact that there are no adjacent neighbors or that the property is or will be bordered by trees or berm does not diminish the need for continuity on all elevations of the structure.

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

Building Façade

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

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

Enhancements such as masonry treatments must not terminate at an outside corner. Window and other trim treatments should be consistent on all elevations. Compatible framing, sills, lintels and keystones should be employed.

The size and location of windows and doors should be balanced and consistent on each elevation, and this should be borne in mind when placing windows in rooms.

Materials

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

Acceptable roofing materials include:

- Cedar shake
- Slate
- Fiberglass shingles
- Concrete shingles
- Tile
- Dimensional asphalt shingles

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

Additions

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

Storage Sheds and Detached Accessory Structures

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

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

CITY OF MEQUON ARCHITECTURAL BOARD