

**RESOLUTION NO. 2018-61**

**RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA  
TO APPROVE THE VILLAGE OF CALEDONIA DESIGN GUIDELINES MANUAL**

The Village Board for the Village of Caledonia resolves as follows:

**WHEREAS**, a new set of design guidelines was considered for the Village as part of the I-94 Corridor Land Use Study completed earlier this year and as part of the Ordinance No. 2018-06 adopting an amendment to the Multi-Jurisdictional Comprehensive Plan for Racine County: 2035 as it pertains to the Village of Caledonia under section 13-2-1 of the Village's Code of Ordinances by creating Section 13-2-2(h) incorporating the I-94 Corridor Land Use Study. This new set of design guidelines incorporates existing adopted Caledonia ordinances related to design, the Village of Caledonia and Town of Raymond Cooperative Plan/Boundary Agreement, and various new thoughts as part of the I-94 Land Use Study;

**WHEREAS**, Sec. 16-3-2(b) of the Village's Code of Ordinances provides that the Village Board shall adopt a design guidelines manual from time-to-time to guide development standards in the Village;

**WHEREAS**, the Village Plan Commission has recommended approval of the Design Guidelines Manual attached hereto as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Caledonia that the Design Guidelines Manual attached hereto as **Exhibit A**, is hereby approved and adopted.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 8<sup>nd</sup> day of July, 2018.

**VILLAGE OF CALEDONIA**

By: \_\_\_\_\_

James R. Dobbs  
Village President

Attest: \_\_\_\_\_

Karie L. Torkilsen  
Village Clerk



Lincoln Center II • 2514 South 102<sup>nd</sup> Street, Suite 278  
West Allis, WI 53227  
(414) 336-7900 • Fax: (414) 336-7901  
www.foth.com

June 18, 2018

**To:** Village of Caledonia Plan Commission  
**From:** Jeff Muenkel AICP CEcD, Foth Companies  
**RE:** Village Design Guidelines Adoption

---

As the Plan Commission may recall a new set of design guidelines was considered for the Village as part of the I-94 Corridor Land Use Study completed earlier this year. This new set of design guidelines incorporated existing adopted Caledonia ordinance Titles related to design, the Town of Raymond Boundary Agreement, and various new thoughts as part of the I-94 Land Use Study.

Please find attached the design guidelines proposed as part of the I-94 Corridor Study in a re-formatted version ready for recommendation and adoption.

The current Title 16 Caledonia ordinances already reference the "Design Manual" as approved by the Village from time to time. Thus, to formally implement these design guidelines a recommendation from the Plan Commission and the Legislative & Licensing Committee is needed along with Village Board approval. Upon adoption the attached design manual will become the sole source for design guidelines when staff and the Plan Commission work with developer's in future commercial, industrial, and multi-family proposals. This will be a much easier approach having one sole source for design related guidelines for staff and future developers. Lastly, these updated design guidelines will complement the new zoning code that is currently being authored and should be coming forward for adoption in late summer.

Please take a few minutes to review the design guidelines again and we can discuss any last updates/changes before a recommendation.

Sincerely

A handwritten signature in blue ink, appearing to read "Jeff Muenkel".

Jeff Muenkel AICP CEcD  
Foth Companies



# VILLAGE OF CALEDONIA **Design Guidelines**





# Contents

BACKGROUND.....	1
SITE DEVELOPMENT.....	2
BUILDING DESIGN.....	6
LANDSCAPING.....	10
SIGNS, LIGHTING & NOISE.....	12

# Background

---

## **PURPOSE**

The general purpose of these design standards is to aid the Planning Staff and Plan Commission in planning, design, and redesign of the built environment of the Village of Caledonia so as to enhance its visual character, maintain and increase property values, and avoid monotony. These standards will also assist in fostering sound, functional, attractive and quality development. The provisions herein shall be liberally construed in favor of the Village and shall be considered as minimum standards.

## **SCOPE**

It is not the intent of these guidelines to repeal, abrogate, annul, impair or interfere with any existing easements, covenants, or agreements between parties or with the rules, regulations, or permits previously adopted or issued pursuant to laws: provided, however that where these guidelines in any way imposes greater standards than are required by other rules, regulations or permits or by easement, covenants or agreements, the provisions of these guidelines shall be the guide, with the exception of single family residential uses.

## **APPLICATION & GEOGRAPHIC AREA**

The following guidelines shall apply to all new commercial, industrial, institutional, and multi-family developments within the Village of Caledonia.

## **COMPLIANCE IN PERPETUITY IS REQUIRED**

Any Site and Operation Plan granted through the authority by the Village Planning Commission shall be perpetually binding upon the development and all aspects of the approval given shall be followed. A Site and Operation Plan shall be perpetually binding to the extent that:

1. All buildings and structures shall be maintained in a tasteful, safe and appropriate manner as they were originally approved for.
2. All landscaping shall be periodically groomed and/or replaced when necessary.
3. All drives, parking and pedestrian areas shall be kept in a safe and passable condition. This includes the maintaining of the appropriate pavement markings and the refinishing of the asphalt or concrete when it should become deteriorated.
4. All natural areas and environmental areas identified for protection shall be maintained in manner which preserves their aesthetic and natural function.
5. All repairs and maintenance shall be executed in a timely manner.

# Site Development

---

## RELATIONSHIP OF BUILDING AND SITE TO ADJOINING AREA

1. An attractive landscape transition to adjoining properties shall be provided.
2. Harmony/compatibility in texture, lines, and mass is required.
3. Rhythm/re-occurring patterns in windows and storefronts should be included and encouraged.

## CROSS ACCESS

1. Each commercial and industrial development shall provide site planning for cross access between properties so as to minimize Village, County, and State access road needs. Cross access easements will be required to be recorded before occupancy of each approved development.

## OFF-STREET LOADING/UNLOADING

1. Street Servicing Prohibited: No building for commercial or industrial purposes shall hereafter be erected or placed on a lot in a manner requiring servicing directly from the abutting public street.
2. Screening: All off-street loading and unloading shall be screened from all right of ways as deemed appropriate by Plan Commission.

## PEDESTRIAN

1. Pedestrians and Bicycles. Street cross-sections shall include either sidewalks or pathways for pedestrian movement (collectively referred to as "Walkways"). These may be combined with off-road bicycle trails and circulation. Pedestrian Walkways should be incorporated into all site plans along the public edges of parcels, between parking areas and buildings, as connections between adjacent sites, and within large parking areas. Pedestrian crosswalks should receive special paving treatments that are intended to calm traffic and provide a visually attractive pavement pattern for both drivers and pedestrians.

2. Pedestrian Movement in Surface Parking Lots. Pedestrian Walkways provide a safe and attractive means of passage for pedestrians to and from their vehicles. Walkways should be located on rows that terminate at the building entrance and buffered from driving lanes and parking stalls with landscaping. Walkways should be pronounced with decorative paving, brick or other similar material, and pedestrian-scaled lighting. Pedestrian crossings should be provided to access the Walkways from other locations within the lot. Any material used shall be conducive with crossing motor vehicle traffic to avoid the creation of a hazard.



*Decorative Paving or  
Brick Crosswalks*

3. Linkages to Trails, Environmental Features and Public Places: Pedestrian linkages shall be provided to abutting trail systems and pedestrian Walkways. The internal trails and Walkways shall be connected in a pedestrian-friendly manner to the commercial uses on the site, building entries, and parking access.

### **RELATIONSHIP OF BUILDING TO SITE**

1. The site shall be planned to accomplish a desirable transition with the streetscape, and to provide for required planting, pedestrian movement, and parking areas.
2. The height and scale of each building shall be compatible with its site and adjacent buildings.
3. Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground, unless feasibility is prohibited by existing buildings or utility services. Utility pedestals shall be screened.
4. Site planning in which setbacks and yards are in excess of zoning restrictions are encouraged to provide an interesting relationship between buildings. Reduced setbacks and offsets may be encouraged in PD zoned areas where a traditional downtown may be intended.
5. Parking areas shall be treated with decorative elements, building wall extensions, plantings, berms or other innovative means so as to appropriately screen parking areas from view from public ways and residential areas.
6. In relating buildings to site, the provisions of the Zoning Ordinance in regard to bulk regulations, standards, and off-street parking shall be part of this criteria.
7. Building placement. Buildings shall be parallel to the right-of-way (or parallel to the tangent to curve taken at the midpoint) whenever possible.



*Locate Parking Behind the Building*

## PARKING

1. Locations of parking lots are important to the functional and aesthetic aspect of any development. Locate parking lots convenient to building entrances, while avoiding a lot placement which blocks the view of the buildings.
2. Minimize disruption to natural site features. If possible, incorporate existing vegetation as highlights or screens. In addition, all parking lot islands may be landscaped and one landscaped island may occur for every grouping of 10 parking stalls as approved by the Planning Commission.
3. Off-street vehicle parking shall be reasonably adjacent to the use or building served; be intended specifically to serve the residents, patrons, or employees of said use or building; and the required number of spaces must be demonstrably usable and accessible for such purpose.
4. Determination of Need: The number of parking areas required shall be based upon the anticipated parking demand of individual uses as specified by Village Ordinances.
5. Surfacing & Curbing: Any parking lot shall be hard surfaced and have curbing throughout the development. (Plan Commission may waive this need for certain site areas (ex. Rear storage areas, etc.).
6. Screening: Any off-street parking area, other than that provided for a residence, which abuts or faces a residence shall provide a planting screen, landscaped fence, or wall, at least 4 feet in height along the side abutting or fronting on a residence district. Plans for such screen shall be submitted to Plan Commission for approval before installation.



*Berming, Landscaping and Fence Screen*

## OUTDOOR STORAGE

1. Commercial vehicle storage/parking, refuse areas, waste removal areas, service yards, storage yards, and exterior work areas shall be screened from view from public ways, using similar grade materials as proposed on the principal structure or a combination of landscaping/grading/fencing.





*Berming and Landscape Screening of Parking*

## SCREENING

1. Design and Screening of Garage Doors, Loading Areas, Service Entries and Areas, and Mechanical Equipment: Garage doors, loading areas, service entries and areas, and mechanical equipment shall be screened or designed with a high degree of visual appeal. This treatment can minimize the negative visual impact such necessary functions have and can help enhance and define adjacent spaces. Various techniques should be used to completely screen views into these areas. Densely planted trees, shrubs, opaque fencing, and/or garden walls should be used to screen service areas, loading areas, trash receptacles and ground-floor mechanicals. These elements should be at least seven (7) feet high (plant material should be at least seven (7) feet within 2 years of planting). A high degree of visual appeal can be attained through the use of ornamental fencing, ornamental canopies, pedestrian scale lighting, high grade finish materials, and additional design detail.

2. Roof top and ground mechanical installations should be screened so as to block the view from adjacent streets and properties. Screening should match or complement the overall theme and materials of the building. All screening is subject to review and approval by the Plan Commission.

# Building Design

---

## GENERAL

In order that the physical environment of the Village is developed in a way that will provide the maximum degree of aesthetic satisfaction and to promote greater economic stability through preservation and enhancement of property values, it is deemed necessary to exercise regulation over the architectural appearance and construction of buildings erected, remodeled, or in any way placed within the Village. Such regulations are not intended to impose a pattern of regimented conformity to any specific architectural style or taste established by the Plan Commission, review board, or the existing residents of any area; but is intended solely to prevent any development which would substantially adversely affect the existing or potential beauty and value to the community, the characteristics of the neighborhood—potentially reducing its desirability and depreciating surrounding property values.

To implement and design criteria for the purposes stated above the following standards are established:

1. No building shall be permitted a design or exterior appearance which is unorthodox or has abnormal character in relation to the surrounding properties as to be unsightly or offensive to generally accepted tastes of the community and professional judgment of the Planning Commission.
2. No building shall be permitted where any exterior surface is not constructed or faced with a finished material which is aesthetically compatible with the exterior surface of adjacent buildings and presents an attractive appearance to the public and to surrounding properties.
3. No building shall be permitted to be sighted on the property in a manner which would unnecessarily destroy or substantially damage the natural beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in that area or which would unreasonably affect adversely the beauty and general enjoyment of existing residences on adjoining properties.
4. No building or addition to any building shall be permitted to be sited on the property in a manner which would interfere with the peaceful enjoyment and natural light of adjacent buildings.



*Additional Architectural Features*

## BUILDING DESIGN

1. Architectural style is not restricted, instead, evaluation of the appearance of a project shall be based on professional quality of its design, relationship to surroundings and the community.

2. Four Sided Architecture is required.

3. Buildings shall have proportionate scale and building components, such as windows, doors, eaves, and parapet, shall be in proportionate scale in relationship to one another.

4. Buildings shall be comprised of a visually distinct base, middle and top. Expression of the elements should be handled through changes in plane and material, horizontal bands, cornices, and/or varied window openings. Large buildings should be comprised of a series of masses and forms to give the building hierarchy, scale and visual richness.

5. Mechanical equipment or other utility hardware on roof, ground, or buildings shall be screened from public view with materials harmonious with the building, or they shall be located so as not to be visible from any public ways.

6. Pitched roofs such as hip, gambrel, gable, etc. are encouraged. Flat roofs with parapets should include varying heights, materials, and depths to break up long horizontal planes and give further character.

7. Buildings proposed that meet Leadership in Energy and Environmental Design (LEED) standards are encouraged. Developers should demonstrate what LEED standards is meeting at the time of Plan Commission approvals.

8. Additional Facade Features. Awnings and canopies are encouraged on commercial development corresponding with window and door placement and should be used to give prominence to openings. Windows should be configured to maximize facade transparency along publicly accessible/visible areas. Clear glass shall occupy a large portion of the building frontage along sidewalks and walkways intended for pedestrian circulation.



*Additional Architectural Features*



*Building Entry Features*

9. Entrances and Entry Features. The major public entry shall be a prominent visual feature of a building. Users should be able to discern the entry of a building from a distance to facilitate movement to the building. This entry should be oriented toward a public space such as the parking area or street right-of-way. The entry should be easily distinguishable from the rest of the building and given prominence through recess/projection, canopy or awning, change in material, height, added detail or other methods. If multiple retail tenants occupy the ground floor of a building, each should have their own separate and distinct entry. If the ground floor is occupied by office uses, a shared entrance is appropriate. Upper floors of office or residential buildings may be serviced by a single ground floor entry. Service entries and garage doors should be located in the rear or on the side of the building and screened by landscaping.

## MATERIALS



*Maximize Masonry Products That Add Architectural Character*

1. Materials shall have good architectural character (i.e., strength, durability and quality) and shall be selected for harmony of the building with adjacent buildings and the surrounding community.

2. Materials shall be selected for suitability to the type of buildings and the design in which they are used.

3. Buildings shall have the same materials, or those which are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways.

4. All buildings shall maximize the usage of masonry products. Masonry may include brick, architectural panels, pre-cast concrete, or decorative masonry block. Final determinations of what constitutes masonry product to meet these requirements will be solely up to Plan Commission.

5. The use of metal facades and roofs should be avoided. Use of metal may be allowed, subject to Plan Commissions approvals, for areas outside of public view or where the use of metal supports the overall architecture plan presented by a petitioner.



*Durable and Attractive Materials*

6. Materials shall be of durable quality. A proposed development should demonstrate the “average expected building life” to the Plan Commission based on the architecture and materials being proposed.

7. Continued good appearance depends upon the extent and quality of maintenance. The choice of materials and their use, together with the types of finishes and other protective measures, must be conducive to easy maintenance and upkeep.

8. Materials and finishes shall be selected for their durability and wear as well as attractiveness. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage, and abuse.



*Examples of Neutral Colors*

## COLOR

1. Colors shall be harmonious, with bright or brilliant colors avoided, unless proposed for accent use only. Colors utilized in the project design shall be non-florescent. Earth tones such as gray, green, brown, burgundy, and tan are encouraged. Essentially, neutral colors are preferred over primary colors.

2. The coloring of all brick, decorative masonry, or stone shall be expressed as integral to the product and not painted on the surface of the product.

3. All proposed color schemes shall be reviewed on their individual merit based upon building design, building materials, longevity of the color choice(s), statement in relation to overall theme, character and color of adjacent structures, mass/size of the proposed and adjacent structure(s), and unity with existing structures on the project site. Plan Commission shall determine appropriateness.



# Landscaping

---



*Parking Lot Landscape Island*

## LANDSCAPING & GRADING

1. Where natural or existing topographic patterns contribute to the beauty and utility of a development, they shall be preserved and enhanced. Modification to topography will be permitted where it contributes to good appearance (Landscape berms, etc.).
2. Grades of walks, parking spaces, terraces, and other paved areas shall provide an inviting and stable appearance for walking.
3. Landscape treatment shall be provided to enhance architectural features, strengthen vistas, and provide shade.
4. Unity of design shall be achieved by repetition of certain plant varieties and other materials, and by correlation with adjacent developments.
5. Parking areas and traffic ways shall be enhanced with landscaped spaces containing trees or tree groupings. Shrubs shall be used only where they will not obscure vision and will not require excessive maintenance.
6. Where building sites limit planting, the placement of trees in parkways or landscaped islands is encouraged.
7. Screening of service yards, and other places that tend to be unsightly, shall be accomplished by use of walls, fencing, planting, or combinations of these. Screening shall be equally effective in winter and summer.
8. Street Edge Landscaping: Street edge landscaping, unless specifically excluded, shall include a rhythmic planting of trees no more than 50' on center of the tree trunk. Rhythmic planting shall mean the inclusion of 2 to 3 different species of trees planted in an alternating fashion. Trees shall be planted parallel to the right-of-way. Trees shall be canopy deciduous trees as approved by Village Staff. Trees bordering a parcel shall be of the same species in order to provide visual continuity along the street edge. In addition to rhythmic planting of trees, a secondary landscape layer located behind the tree line should be created using ornamental fences and continuous



*Parking Lot Landscape Island*

evergreen hedges that block views of parking areas. Unless otherwise noted these should have a minimum height of 4' above the elevation at the right-of-way. Berms should not be used as a device for visual screening unless specific approval is given by the Village Board. When berms are approved for use, they shall have a minimal slope in contrast to the surrounding landscape. When a berm is intended to screen a building from a public right-of-way, the berm must be configured so that the building is screened at all visual angles from the public right-of-way. Trees, fences, and hedges may be eliminated when there is a planned view of an open landscaped area included as part of a long-term open space management plan in a planned unit development or as provided by the standards for pedestrian main streets.

9. Landscape Features in Large Surface Parking Lots: For large surface parking lots with more than fifty (50) parking spaces, landscaped islands shall be located along the edges of large parking lots and along the likely pedestrian routes. For every twenty (20) parking spaces, three hundred (300) square feet of landscaped area should be provided. For the purposes of this paragraph, landscape features shall be defined as canopy trees (where the canopy is intended to be at least eight (8) feet above grade) and hedges or bushes with an intended height of four (4) feet or greater. The pattern and geometry of the landscape should follow the geometry of the buildings and circulation system. It should not appear as a series of isolated plantings unrelated to the visual character of the spaces created by the buildings and lots. Where feasible, trees and landscape features should be combined to create larger public spaces/greens within or adjacent to buildings and active uses.

10. Open Space and Natural Resource Protection: Site design should accommodate open space and existing environmental features as identified, and if applicable, have a stewardship plan for its management.

# Signs, Lighting & Noise

## SIGNS

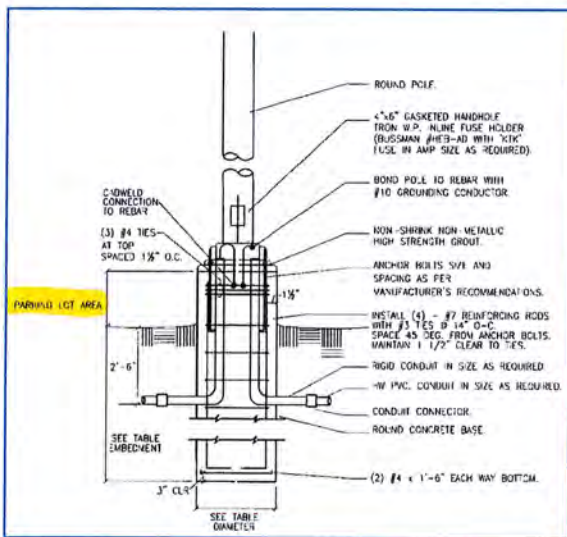
All proposed and existing signs shall comply with the Village's existing sign ordinance. Proposed signs should be part of a Plan Commission submittal where applicable.

## LIGHTING

Establishment of a lighting system that provides safe and secure travel along vehicular and pedestrian circulation routes is of the utmost importance. The following design standards shall be considered:



1. All lighting, free standing or wall mounted, shall be down cast, cut-off. Freestanding fixtures shall have zero degree tilt.
2. Integrate lighting system with site systems and supply power by underground lines to reduce streetscape clutter.
3. All lighting on a parcel shall be located or shielded to avoid casting any direct rays to adjoining parcels. This is especially important when adjacent to residential uses.



4. Photometric plans must accompany a submittal. Photometric plans showing the foot-candle extent of exterior lighting should be no more than 0.5 foot candles at the property line unless Plan Commission finds that extenuating circumstances exist (Adjacent to right-of-way, cross-access exists, etc.).
5. A light pole support base may not exceed 6 inches in height and an individual light pole should be within a curbed landscaped area to avoid damage.
6. Lighting designs/types should be similar throughout the neighboring developments when possible.

Examples of Lighting



**NOISE REQUIREMENTS**

1. The Plan Commission may request further noise studies when a proposal is brought forth that has uses or devices proposed on a site that might impact the existing ambient noise levels in a given area. Such noise studies may require a petitioner to show the existing ambient noise levels compared to the proposed noise levels at a variety of distances and real locations. Plan Commission may then act to place a decibel (db) level requirement at a given location of a proposed site (Ex. 50 db Property line or 50 db at "x" amount of feet from a property line, etc.) within a resolution. Failure to comply with a Plan Commission approval for noise will result in the immediate remedy of the noise level violation or the issuance of citations.