



**VILLAGE OF WHITEFISH BAY
TEARDOWN/REBUILD REVIEW COMMITTEE – AGENDA**

January 15, 2018 – 5:00pm

**Whitefish Bay Public Library – Program Room (2nd Floor)
5420 N. Marlborough Dr., Whitefish Bay, WI 53217**

1. Call to Order.
2. Introductions.
3. Discussion regarding existing Demolition Permit process.
4. Discussion regarding existing ARC submittal process.
5. Discussion regarding soliciting feedback from ARC members and/or staff for Committee review.
6. Discussion and direction to staff regarding future agenda items.
7. Next Meeting – Monday, February 5th at 5:00pm (Library Program Room).
8. Adjournment

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at (414) 962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the Architectural Review Commission may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.wfbvillage.org)

Dated: January 12, 2018

Committee Members: Trustee Carl Fuda (Chairperson)
Trustee Tara Serebin
Roy Wagner (ARC Representative)
Meg Baniukiewicz
Lynn Ludke
Sarah Malik



To: Teardown/Rebuild Review Committee

Subject: Meeting of **Monday, January 15, 2018**

From: Paul Boening – Village Manager

The meeting will begin at 5:00pm in the Whitefish Bay Library Program Room (2nd Floor). The initial meeting of the Committee is intended as an “Informational Session” regarding existing processes. The Committee will also have the opportunity to discuss soliciting feedback from ARC members and/or Village staff along with a discussion about potential future review topics.

Summary of agenda topics/supplemental materials:

- **Meeting Agenda**

The meeting agenda is attached.

- **Introductions.**

Chairman Fuda will make a few opening remarks, which will be followed by the introduction of Committee and staff members.

- **Discussion regarding existing Demolition Permit process.**

A checklist that outlines the existing Demolition Permit process is attached. Director of Building Services Joel Oestreich and Village Attorney Chris Jaekels will be in attendance to summarize the information for the Committee.

- **Discussion regarding existing ARC submittal process.**

The ARC submittal checklist is attached. Director of Building Services Joel Oestreich will expand on the checklist at the meeting.

- **Discussion regarding soliciting feedback from ARC members and/or staff for Committee review.**

This agenda item will enable the Committee to discuss the possibility of soliciting feedback from ARC members and/or Village staff for review at a future meeting.

- **Discussion and direction to staff regarding future agenda items.**

This agenda item will enable to the Committee to discuss potential topics for placement on future agendas.

Whitefish Bay Demolition Checklist Structures Exceeding 576 square feet

Location: _____

Sign Posted: _____ Sign Removed: _____

Pre-Dev Conf: _____ Letters Sent (Pre App): _____

Permit Issued: _____ Letters Sent (Post App): _____

Website Letter: _____

(a) Application to Building Inspector for a Demolition Permit:

Any person applying to the Building Inspector for a Demolition Permit must include in such application the following:

_____ (1) Building Permit Application Completed and appropriate fees are submitted;

_____ (2) A copy of contract for Demolition and contractor or owner proof of insurance in such form and coverage limits as approved by the Village Manager in his or her sole discretion;

_____ (3) A projected schedule that provides for carrying out all work as expeditiously as possible;

_____ (4) Site plans showing features to be removed or retained, including existing and proposed landscaping, utilities, and site restoration. The site plan must also show fencing and other safety measures to be utilized and work staging areas. If new Structures are proposed, the plans must show their location along with all related site improvements, utilities, and the schedule for such construction;

_____ (5) An erosion control plan that meets the requirements of the Village Storm Water Management Regulations contained in Section 13.57 of the Municipal Code;

_____ (6) A plan for controlling dust and debris not covered by the erosion control under Section 13.57 of the Municipal Code, to include arrangements for spraying water during demolition for this purpose as needed;

_____ (7) A Certificate of Appropriateness if a designated historic structure is involved pursuant to Sec. 16.25 of the Village Code; and

_____ (8) Irrevocable permission for the Building Inspector to enter onto the property subject to the permit during the time the permit is under application or in effect.

_____ (9) For projects over 576 square feet, copies of letters sent by regular U.S. mail delivery by the applicant to neighbors within the Design Area as defined in Section 16.31 providing notice that application for a demolition permit is being filed, and providing a description of the resulting use of the property and anticipated work schedule. A copy of such letter shall also be provided to the Village Board and the webmaster for posting on the Village website.

(b) Inspection by Building Inspector Prior to Demolition:

In performing any inspection in connection with the Demolition of a Structure, the Building Inspector shall confirm that the following work is done, that the work is done by permit (if required), and that it is done to the satisfaction of the Village Engineer:

_____ (1) Water service shall be disconnected at the main, unless the service will be re-used and is in good condition, and Village personnel shall perform a final meter reading and remove the water meter;

_____ (2) Sewer laterals shall be capped at the main, unless the lateral will be re-used and is in good condition;

_____ (3) Sites shall be marked by Digger's Hotline and the work plan shall give due consideration to conditions determined by Digger's Hotline;

_____ (4) Private utilities shall be disconnected, including, but not limited to, electric, gas, telephone, CATV, and telephone;

_____ (5) Procedures and requirements of the Wisconsin Administrative Code regarding asbestos shall be followed and a copy of the survey report and DNR approval provided;

_____ (6) Properties shall be checked for, and materials shall be removed as required by the DNR's Pre-Demolition Environmental Checklist, as amended from time to time;

_____ (7) An erosion control plan shall be in place that includes provisions for addressing airborne dust and debris. Such plan shall be approved by the Village Engineer and complied with;

_____ (8) Fencing and other site safety measures as prescribed by the Building Inspector pursuant to this Section shall be in place; and

_____ (9) Use of the public water system in connection with demolition and construction activities shall be arranged with the Village at least five (5) working days prior to the activity. Arrangements for any fees associated with the use of Village water shall be made prior to such use.

_____ (10) For projects over 576 square feet, neighbors within the Design Area as defined in Section 16.31 and the Building Inspector, Police Chief, Fire Chief, Village Manager shall be notified by certified letter or hand delivery at least seven (7) days prior to demolition, advising them of the anticipated date and duration of demolition.

_____ (11) The owner of the structure(s) to be demolished shall submit photographs of the exterior of the structure(s) proposed to be demolished, or altered, with elevation views of each face of the building(s), and corner perspectives showing the relationship of the structure(s) to the property; as well as of historic or architectural artifact(s) in the interior of the structure(s) that may be unique to or characteristic of the property, with a written description of the artifact(s). When possible, the owner will work with the demolition contractor to salvage and reuse, donate or sell the artifact(s). The owner of the structure(s) to be demolished shall submit the following information, with citations, subject to availability:

- Date of construction
- Name of architect and builder
- Name of original and subsequent owners
- Description of artifact(s), including dimensions, materials used, name of artisan(s), manner of disposal, and name, address and phone number of new owners.

(c) Inspection by Building Inspector after Demolition and Prior to Backfilling:

In removing a Structure's foundation in connection with the Demolition of a Structure, the Building Inspector shall confirm that the following work was done:

_____ (1) For the Demolition of a residential structure, all underground installations, including walls, foundations, footings, and basement floors were removed. All existing slabs at the grade used in connection with the structures being demolished were removed. Notwithstanding the foregoing, finely broken material of not larger than one-half square foot on any side may be utilized for fill to the extent not otherwise prohibited by law; and

_____ (2) For the Demolition of a commercial structure, all underground installations, including foundations, footings, basement floors, grade beams, walls, piers, caissons, and piles shall be removed to a depth that

is two (2) feet below the lowest usable level of the structure being demolished. If underground installations remain below two (2) feet below the lowest usable level of the structure being demolished, the Building Inspector shall confirm that a certified site plan identifying the location of such underground installations was filed with the Building Inspector and an appropriate notice of the underground condition was filed with the Milwaukee County Register of Deeds or approved GIS registry.

(d) Inspection by Building Inspector Following Backfilling and Site Restoration:

After backfilling and site restoration is completed with respect to the Demolition of a structure, the Building Inspector shall confirm that the following measures taken:

_____ (1) Temporary fencing, safety, erosion, and dust control, and other pertinent measures shall be taken as directed by the Building Inspector if the site is to be backfilled or built upon with a new substantial structure within 10 days;

_____ (2) The site shall be completely secured by a chain link fence at least six feet in height and such other safety, erosion, and dust control, and other pertinent measures were taken as prescribed by the Building Inspector if the site is to be backfilled or built upon with a new home or other similar substantial structure within 11 to 30 days; and

_____ (3) The site shall be backfilled and graded to match and accommodate the surroundings and promote good drainage within the lot to preclude the blockage of existing drainage from other parcels and preclude the discharge of drainage from this site onto adjacent parcels. The site should be sodded or seeded and strawed, and otherwise landscaped to be compatible with the neighborhood if the site is not to be built upon within 30 days.

(4) GENERAL CONDITIONS APPLICABLE TO DEMOLITION PROJECTS:

The following general conditions are applicable to all Demolition projects:

(a) All work must be conducted in a manner that protects life and property, including neighboring parcels and public property. The contractor shall provide and maintain barricades, lights, fencing, flagmen, watchmen, and such other facilities or personnel as may be necessary and prescribed by the Building Inspector or Village Engineer;

(b) Chain link fencing shall be strong and secure, a minimum of six (6) feet high, completely surrounding the work area, and of a design and construction so there is no opening larger than a six (6) inch sphere from the ground to the top of the fence. If there is a locked gate, provision must be made so the Building Inspector has access at all times;

(c) Existing trees, shrubs, and grass areas that do not have to be disturbed must be preserved, including replacement if damaged in conjunction with demolition work;

(d) All dry mortar, lime, brick dust, or other flying material, before and during removal, must be dampened sufficiently to prevent it from floating or being blown into the street or on adjoining property, and all sidewalks must be protected by fences and scaffolds to the satisfaction of the Building Inspector;

(e) The owner and/or contractor is responsible for cleaning and repairing streets, curbs, driveways, sidewalks, and alleys that were damaged or soiled, or upon which materials were deposited as a result of any Demolition activity to the satisfaction of the Building Inspector;

(f) Waste material and rubbish may not be stored nor allowed to accumulate within the Building or in the immediate vicinity, but shall be removed from the premises as rapidly as practicable. All materials must be removed from the premises in a safe manner and in compliance with all ordinances;

(g) Burning and/or brick cleaning are not permitted on the job site;

(h) No decomposable material or material that contains debris may be used as fill;

(i) Owner is responsible for the successful germination of seed and ongoing condition of the site until vegetation is re-established, including dust control and erosion;

(j) The contractor shall furnish, install, and maintain ample sanitary facilities for workers;

(k) Upon failure by the owner to comply with this Section, the Building Inspector may enter upon the premises with such assistance as may be necessary, causing the existing conditions to be corrected and the cost thereof charged against the property. The resulting lien thereon will be collected as a special tax;

(l) All wells, underground storage tanks, septic tanks, and other subterranean structures must be abandoned or removed in accordance with this Section and applicable state and federal law;

(m) No material may be stored within the public right of way without the approval of the Village Engineer;

(n) The site shall be restored and backfilled, or construction of a new permitted structure commenced, within 30 days of completion of demolition; and

(5) SPECIAL EXCEPTIONS REGARDING DEMOLITIONS:

Special exceptions regarding the requirements of this Section may be obtained pursuant to Section 16.20 of the Zoning Code.

(6) PENALTIES AND COMPLETION OF PERFORMANCE:

Each day of violation of any provision of this Section shall be considered a separate violation subject to the penalty provisions of Chapter 17 of the Code.

The Village Manager may direct that any requirement of this Section which has not been performed by the owner of a property subject to demolition permit requirements be performed by Village employees or third-party contractors and that the cost of such work, including administrative costs, be placed on the property tax bill of the property pursuant to Section 66.027, Wis. Stats.

(7) FEES:

Fees for Demolition Structures shall be as determined by the Village Board from time to time.

The Village of Whitefish Bay
Architectural Review Commission (ARC)
Application Checklist

The purpose of the checklist is to communicate with each applicant what required documents are necessary for the ARC and the Building Inspector to review and approve each a submittal. While complete applications and the submission of the appropriate documents do not guarantee approval, they will expedite the process and minimize the time necessary for review.

*The following items must be completed or submitted before your petition will be scheduled for consideration by the Architectural Review Commission at an upcoming meeting. **Items in red are completed by staff.***

Note: Only 8 items will be heard at each meeting. The schedule is set on a first come, first serve basis.

Project Address _____

_____ **Pre-Development Conference.** All Petitioners must contact staff at the beginning of the design process a minimum of fifteen business days prior to expected submittal date. The purpose of the pre-development conference is to identify issues early on and set realistic expectations based on the adopted Village ordinances, regulations and Design Guidelines.

_____ **Design Area given to applicant.**

Date Filed _____ **Time Filed** _____

A.R.C. Meeting Date _____

_____ **Project Pending Sign Posted for the required five-day posting.**

_____ **Design Area Ortho Photographs**

_____ **Video Tape Project Address**

_____ **Project Pending Sign Removed.**

_____ **Demolition?** 200-576 sq _____ **Exceeds 576 sq feet** _____

Demolition of existing structures must follow the WFB Demolition Ordinance.

SUBMITTAL

Submittals must be complete and include the required information as outlined in the checklist below.

NOTE: All submittal packets should be arranged in the following order.

- _____ Checklist. All Petitioners must complete and submit this checklist to identify all materials included in your application.
- _____ Filing Fees. All fees are established at the time of the pre-development conference. **\$100.00**
- _____ Application Form. (Bldg Permit App).
- _____ Statement of Intent. All Petitioners must complete a statement describing the proposed project. The description should explain the existing site conditions, the design rationale for the project, and any unique limitations of the project. Generally not to exceed one paragraph.
- _____ Design Area. (Given at Pre-con)
- _____ Signatures on last page.

Architectural Review Commission Application Requirements

The following information is required with applications and should be submitted in the format described:

- _____ One complete set of full size drawings at 1/4" scale (sheet size of 24x36).
(See page 3 for requirements. Include all items on page 3)
- _____ Seven (7) complete sets of drawings reduced to 11x17 format
(See page 3 for requirements. Include all items on page 3)
- _____ Two (2) copies of colored elevation(s) or rendering.
- _____ Samples of all exterior finish materials. *(Brought to meeting)*

SUBMITTAL MATERIAL

REQUIRED DRAWINGS of all new structures, additions or remodeling:

_____ **Plat of Survey** (*to be less than one year old and completed by a licensed surveyor*). This document must include all property lines with distances and bearings, North arrow, exact location of all existing and proposed buildings, parking areas, drives, public improvements, easements, required setbacks, existing trees, grades at one foot (1') intervals and other key features of the site.

_____ **Site Plan** (*Include a North arrow, dimensions, and proposed roof configuration*). This document must include all property lines, North arrow, zoning setbacks, all utility and access easements, the location of all existing and proposed buildings or additions including all roof overhangs, all hard surfaced areas (*patios, terraces, side walks, drives, parking pads, etc.*), swimming pools and other accessory structures. All areas affected by the project shall be shaded.

_____ **Floor Plans** (*Include a North arrow, and fully dimensions*).

This document must include all floor plans of the proposed building. Each plan must include a North arrow, complete dimensions and include room names for each space. In the case of an addition, each room should be tagged either existing or new. In the case where there is a detached garage, a separate plan, fully dimensioned, for the garage must be included.

_____ **All Elevations** (*Include dimensions and location and type of exterior materials*). This document is to include all proposed elevations of the building. In cases where a building element may be skewed from another, it may be necessary to draw more than the four primary elevations of the building to clearly explain the intent of the design. ALL building elevations must be fully dimensioned to indicate heights above grade for all components. If the project is a building addition or remodeling, the proposed addition or remodeling should be drawn as they relate to the original structure and should be clearly illustrated as new building versus existing structure *The complete existing elevation should be shown in all cases of additions and remodeling.* ALL building materials must be identified and noted on each elevation drawing *This is to include, but not limited to type and size of siding, type and size of all masonry, painted or pre-finished products or materials, window type, style and material, roofing material, fascia, rakes, soffits, eaves and flashing materials.*

Additional Information Required

_____ **Streetscape Elevation** (*Required for all new homes, demolitions, major remodeling and additions*) - This document is to be reasonably accurate and to include the "streetscape" elevation of the proposed project and the adjacent structures. In the event of the demolition of an existing structure, an additional "streetscape" elevation of the existing structure and the adjacent structures must be done as well. (*2 copies required*)

_____ **Supporting Documentation** All information related to the project that the applicant may deem as pertinent, including background or historical information on the property or letters from the neighboring residents.

_____ **Photographs** of the site, existing buildings and the "design area." This requirement is for photographs of the existing dwelling, all four elevations, any accessory structures, and front elevations of the "Design Area" homes. (*2 sets of color copies*).

_____ **Drainage** Grading of lots—The plans shall show the present and proposed grades of the lot on which it is proposed to erect the building for which a building permit is sought and of the immediately adjoining properties in sufficient detail to indicate the surface water drainage before and after the completion of the grading. No permit shall be issued if the erection of the building and the proposed grades shall unreasonably obstruct the natural flow of water from the surface of adjoining property or obstruct the flow of any existing ravine, ditch, drain or storm water sewer draining neighboring property, unless suitable provision is made for such flow by means of an adequate ditch or pipe, which shall be shown on the plans and shall be constructed so as to provide continuous drainage at all times.

_____ **Other Information Required by Building Inspector** (*as determined at the pre-development conference*) (*This is used to determine general compatibility with the "Design Area"*)

- ___ Front Yard Setbacks of all design area homes.
- ___ Side Yard Setbacks of all design area homes.
- ___ Heights of all design area homes.

_____ **Stake the Site** Stake the footprint location of all new residences, additions and accessory buildings. Ribbon at least two inches wide and of a bright color must be strung to represent the perimeter or outline of the building. The site should be staked at the time the submittal is made, for staff and the Architectural Review Commission to visit the site.

Signature Page

Projects approved by the ARC are final. Any changes to the approved plans shall be submitted in writing to the Inspection Department. If the inspectors deem the change to be substantial, the project will need to be resubmitted to the ARC as a new submittal. This will require a full submittal to the ARC including all related fees.

Failure to follow the approved plans is a violation of the issued permit and may be subject to penalties including, but not limited to, a four times permit fee and / or citations.

Additions, including 2nd story over existing, shall conform to all Whitefish Bay Zoning Code requirements. Non-conforming structures may be added to as long as the addition meets WFB code.

Address

Owner

Date

Contractor(if chosen)

Date

Architect/Designer

Date