

# LITTLE CHUTE DESIGN MANUAL

## The Vision for Little Chute

Creating and retaining the vision of a heritage destination will become a critical challenge of Village of Little Chute government as the Village will become a tourist destination after the authentic, full-scale, working windmill is built in 2010. Working with developers to form new ideas in commercial and housing developments to achieve the character and identity of an established Old World European community while meeting business needs is often a delicate balance. It is the desire of this community to remain strong in its vision by retaining its long term integrity through the reflection of the buildings and signage in our community.

With the following design parameters, the Village of Little Chute hopes to lay the groundwork necessary for you to become a working part of our community. Old World European architecture, colors and key building elements will be explained to help you make an informed decision about building anew or updating an existing business or sign in Little Chute.



## Purpose

The purpose of this manual is to preserve, create, and promote the unique charm, atmosphere, quaint, and romantic character, natural beauty and historical aspects of the community.

This design review shall relate to the proposed appearance, colors, texture, materials and architectural design of the exterior, including the front, sides, rear and roof of the proposed building as well as any signs, graphics, visual display, outdoor furniture or fixtures. Any new construction, additions, alterations, modifications or repairs to commercial structures or signs in the Central Business District are to be reviewed by the Design Review Board (DRB).

## Respecting Community Character While Accommodating New Development

The Village of Little Chute encourages new development and stands ready to assist developers and businesses in complying with the Design Review District Old World European Architecture requirements. While the Village recognizes certain businesses have “typical designs” for their establishments in other communities, we hope you also recognize Little Chute is a unique community with pride in its heritage and high quality of life. The Village of Little Chute appreciates you choosing to conduct business here and we trust following this Design Review Manual will enhance your business and our community. We will put forth every effort to facilitate this design review process.

## **The Design Review Process**

There are other communities in the United States that employ a design process. Often these communities, like Little Chute, place a high value on community character, aesthetics, tourism and/or overall quality of life.

The Village stands ready to assist residents, businesses and developers with prompt review of all design permit applications. Applicants submitting a site plan in a design review district for a new development can submit their Old World European Architecture plan concurrent or prior to village staff review of the site plan.

The nature of a design review is somewhat similar to a design workshop. This manual is intended to assist both the applicant and the Design Review Board in defining Old World European Architectural Elements during the design review process.

The DRB may involve one or more meetings as necessary to finalize an approved design.

## **Areas for Design Review Manual Usage**

The Design Review Board will review all proposed plans for building permits involving commercial structures in the Central Business District (CB Zoning District). In addition this manual will apply to those commercial projects outside the Central Business District that have applied for Building Improvement Fund (BIF) funding. All other projects in the Village will receive this manual as an information and guidance tool and will be requested to use ideas from this manual in their construction.

Any alteration, modification or repairs to commercial structures in the Downtown are to be reviewed by the Design Review Board. Such alterations include, but are not limited to, repainting, facade modifications, signs, additions, and any new construction.

This manual is meant to be used in conjunction with regulations of the Little Chute Zoning Ordinance. Please also refer to the CB District regulations as these zoning regulations shall apply in conjunction with plan review.

## **Design Review Board (DRB)**

The Village hereby establishes a Design Review Board comprised of seven (7) members. Members shall be appointed to three (3) year terms by the Village Board. Membership shall include the Village Administrator or his/her designee as chairperson, one Village Board Trustee or his/her designee, and five (5) residents with two (2) or more citizen members being business operators. Preference shall be given to those persons having knowledge or experience in design or building methods. Preference of citizen members should be made for owners of businesses within the Village. The duties of the Design Review Board shall be to review plans to assure compliance with this Design Review Manual.

## **Appeals and or variances**

Plan Commission duties shall be to hear and decide appeals of decisions of the Design Review Board.

Variances from the regulations within this Manual or appeals of the determination of the Plan Commission shall be made to the Village of Little Chute Board of Appeals. All appeals or requests for variance shall be made under the procedures as regulated by Chapter 44 of the Village Code of Ordinances.

## **Amendments**

Amendments to this manual shall be made by a majority vote of the Village Board of Trustees upon recommendation by the Design Review Board and the Plan commission.

## **Typical Old World European Commercial Building Elements**

The elements listed below are representative of typical Old World European architectural elements. The following are desired elements under this design manual. Other architectural elements may be allowed upon approval of the DRB. Red brick and gables are two of the most common elements.

- Red colored brick
- Other brick colors as approved
- Stone
- Stucco
- Gables
- Tile roof
- Architectural Plane Changes
- Different bonds of masonry - English, Flemish, and Running bonds
- Mixture of brick and concrete accents
- Geometric decorations
- Keystones
- Paned windows with sashes and mullions

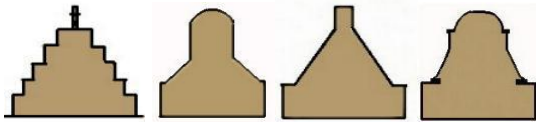
- Bay windows
- Arched windows
- Fascia
- Cupola
- Dormers
- Faux shutters
- Faux doors with strap hinges
- Hip roof treatments
- Dutch arch
- Lanterns/Faux Lanterns
- Window (flower) boxes
- Building ties
- Pressed tin is a Little Chute element
- Standing Seam Metal Roofing

## Architectural Facades, Exterior Walls and Elevations

Red brick is the desired principle exterior wall material. Other brick colors, Stone, Stucco-like material, faux brick and stone panels with prior review and approval, and wood are acceptable. Vinyl, aluminum, split-face block, plain block, exposed concrete, corrugated metal or metal sandwich panels, plywood or T-111 type siding materials are not allowed. Wall materials selected by owner shall be approved by the DRB.

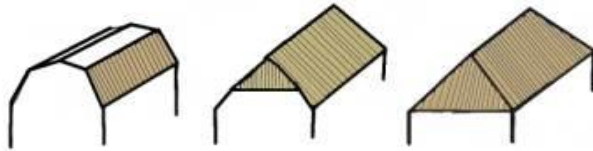
Building facades of all buildings shall be consistent with the character, massing, volume, and materials of the building typology. Variety in building massing is encouraged.

Gables are a desirable Old World European architectural element in Little Chute. Variety in gable design is encouraged. Typical gable (outline) designs are provided below:

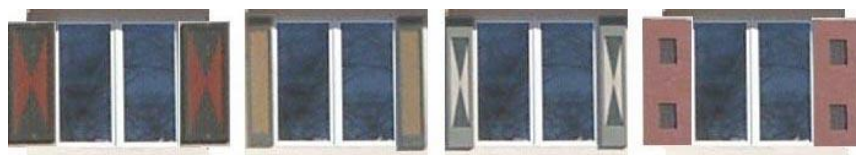


Stepped Gable, Beak Gable, Neck Gable, Bell Gable

Roof styles and pitches for commercial buildings shall be in a manner consistent with the building typology. Flat roofs or low pitch roofs are generally discouraged. Tile roofs are encouraged. Typical roof pitches and designs are provided below:



Gambrel Roof, Saddle Roof, Hip Roof



## Roof Tiles and Brick Palette



Roof tile 01

Roof tile 02

Roof tile 03

Roof tile 04

Roof tile 05



Brick 01

Brick 02

Brick 03

Brick 04

The following palette selections for roofs and bricks are recommended for all commercial developments in the Central Business District: Roof Tile 01, Roof Tile 04, Brick 01, Brick 04

\*Other roof or exterior materials may be approved, provided they are in keeping with Old World European architectural design.

### Combinations - Examples



Brick 04/Roof Tile 03



White 04/ green 05/ Roof tile 05



Brown 02/ brick 03

### Attention to Detail

Generally there is great attention to detail placed on Old World European architecture, whether in Little Chute or in Europe.

### Variety in Design

Variety in architectural design, including building floor plan, ornamentation and colors is strongly encouraged.

### Architectural Colors

The most delicate feature of Old World European Architecture expression is color. Colors shall be chosen from the Old World European Color Palette. The color of roofing and siding materials is extremely important. Selection shall be made from a limited palette as described in the Old World European Color Palette. Both initial and weathered color characteristics should be considered when selecting specific colors. Other color selections or building material selections may only be used upon approval of the Design Review Board. All specific colors, both before initial construction and subsequent repainting are subject to DRB approval.

### Facade Scale

Commercial developments with facades over 100 feet in linear length shall incorporate wall projections or recesses a minimum of 3 feet in depth with a minimum of 20 contiguous feet within each 100 feet of facade length. These recesses or wall projections shall extend over at least 20 percent of the facade. Further, developments shall use Old World European architectural element features along at least 60 percent of the facade.

### Intent of Design Parameters

The intent of these design parameters is to reduce the massive scale and uniform, boxy appearances associated with larger commercial buildings. The unique, quaint community character of Little Chute should and can be respected through context and scale sensitive design.



### Design Parameters for Large Commercial Buildings

The Village recognizes newer commercial buildings present design challenges compared to the smaller, quaint design of Old World European architecture in the historic downtown. However, it is the intent of the Village Board to foster high quality design on a uniform basis village wide.

The Village suggests that larger commercial buildings on the newer periphery areas have numerous options within the framework of these commercial design parameters to provide a unique facade appearance and even provide an effect which breaks up the large, "big box" appearance. Providing faux shutters and faux doors, for example, can give the effect of multiple or varied facades even though only one business structure may be present. Gable features and changes in the architectural planes can also be incorporated in the design of larger commercial structures to offset otherwise relatively monotonous, big box appearance. Specific requirements and design parameters for larger commercial buildings are listed below.

## **Element Features for all projects**

Element features include major element features and minor element features. A major element feature is defined as a structural compositional element which changes the outline, roof, superstructure or overall design of the building. A minor element feature is defined as an ornamentation or architectural attachment feature which adds additional character through embellishment, highlighting or otherwise furthering the established style of the building defined by the major element feature(s).

### ***Major Architectural Elements:***

#### *Roofs:*

Variations in roof lines are encouraged. Roof lines should be varied with a change in height every 100 linear feet in the building length. Parapets, mansard roofs, gable roofs, hip roofs, or dormers shall be used to conceal flat roofs and roof top equipment from public view. Tile roofs are most desirable.

Gables (Stepped, Beak, Neck, and Bell) as an Old World European architectural element are strongly encouraged.

Roof Types (Saddle Roof, Hipped Roof, Gambrel Roof)

#### *Major Materials:*

Brick  
Stucco  
Mixture of Brick with minor Concrete Elements  
Tile

### ***Minor Elements:***

Faux shutters  
Faux doors  
Cupola  
Different bonds of masonry  
Geometric decorations  
Keystones  
Paned windows  
Bay windows  
Fascia  
Hip treatments  
Dutch arch  
Dormers

## **Color, Texture, Material Variation**

Building facades should include variation in colors, texture and material such that intervals of repetition generally do not exceed thirty (30) feet, either horizontally or vertically. At least one of the following elements must repeat horizontally:

Change in color  
Change in texture  
Change in material module  
Change in architectural plane no less than twelve (12) inches in width, such as an offset, reveal or projecting rib

# Signage Design Parameters

Context sensitive signage design is strongly encouraged in Little Chute. This Manual requires the DRB to review sign permits within the Central Business District and while not required is suggested throughout the Village. The DRB shall consider such aspects of signage design as general design, arrangement, texture, materials, colors, lighting, placement, and professionalism. Further, the Village Code requires review of all proposed signs with respect to appropriateness of sign in relation to other signs and other structures on the premises and in the nearby area.



## **Intent**

The intent of the Village Code signage regulations and these design parameters are to foster a high quality of life and preserve and promote the community character of Little Chute through context sensitive signage design. The CB District is the quaint heart of Little Chute, and the signage in this district reflects the European village character, which contributes to tourism and the overall quality of life in the community.

It is especially important that signage design in Downtown Little Chute be context sensitive and professionally executed.

*Signs will be reviewed in the context of the overall design and the Old World European architecture of the buildings especially the size and scale of signs. (For examples look to pages 5 and 7 of this manual).* As of the adoption of this manual, pole mounted signs are discouraged. Primary sign types allowed in the downtown shall include; wall signs, ground placed monument signs and European shingle signs. Plastic signs are discouraged. If plastic is used, glossy sheen or rectangular cabinet plastic signs are to be avoided.

## **Colors**

Signage colors should be chosen from the Old World European Color Palette. Other colors may be approved by the DRB. The use of blues, earth tones or white colors for signs is common, but color selection should always be context sensitive. Bright or glossy colors are to be avoided.

## **Signs Expressly Prohibited by Code**

The purpose of prohibiting certain signs in Downtown Little Chute is to preserve the quaint character and heritage of the community and related tourism industry, protect the public safety of motorists and pedestrians, foster context sensitive signage design, and to minimize the negative visual impacts of signage on adjacent uses.

Externally mounted Neon or similar tube type is prohibited in the CB District.

Internally lit signs are discouraged in the CB District.

Freestanding Elevated (Pole) signs are discouraged in the CB District.

Electronically or mechanically moving signs are prohibited in the CB District.

Open light bulbs, flashing, blinking or rotating lights are prohibited Village wide.

On site portable signs are prohibited in the CB District.

Any signs which are not specifically listed in the Zoning Code are not permitted.

The sign regulations of the Little Chute Zoning Ordinance contain additional provisions not listed in this manual. Please contact the Community Development Director for further information and for sign permit application forms.

## **Advertisements in the Public Right-of-Way**

Banners or Signs including "sandwich boards" in the public right-of-way require Village Board approval. The Village Board shall consider vehicle and pedestrian safety, size, number, location, colors, materials, themes, special event and seasonal design factors when reviewing sign permits for signs in the public right-of-way. An annual application, review, approval and sign permit is required.



## Outdoor Fixtures

Outdoor fixtures, including seating fixtures, awnings, tables, lighting, fencing, landscaping, and landscaping containers and other fixtures are subject to review and approval in the CB District. Context sensitive design with respect to the general location and adjacent building architecture should be kept in mind when considering outdoor fixtures. Glossy, bright colored or plastic appearance fixtures should generally be avoided.

## Required Design Permit Supporting Materials

Color facade drawings for every side of the building or black and white drawing with colors indicated in text are required along with color swatches/color chips, sample of materials (type of brick, type of shingles, etc.) for new construction. Scale drawings including site plans and elevations shall be included when applying for building and sign permits.

## Pre-application Meetings Are Encouraged

The Village encourages pre-application meetings with prospective design review applicants. Such meetings may reduce the time for formal design review and may help identify key design issues early in the process. Ask the Community Development Director to arrange for this meeting. Typically, one or more members of the DRB will be available.

## Design Review Checklist

### Building Design

- \_\_\_ Accurate, detailed scale drawings and elevations illustrating the proposed construction or alteration.
- \_\_\_ Accurate, detailed drawings or photographs showing existing conditions of the building.
- \_\_\_ Accurate detailed scale drawings of site plan (where site plan submittal required).
- \_\_\_ Samples, specifications, photos of all materials i.e. [door cut sheets, window/grille specs, siding, handrails, fencing, brick, etc.]
- \_\_\_ Accurate and sufficient samples of paint chips for primary and trim colors.
- \_\_\_ Manufacturer's cut sheet or specifications and locations for all HVAC units and other infrastructure (where such infrastructure will be located outside the building).
- \_\_\_ Sample and/or specifications of roofing material.
- \_\_\_ Narrative explaining the scope of work proposed.
- \_\_\_ Additional drawing(s) or sections of details for trim and finish work

### Signs

- \_\_\_ Accurate, scaled color rendering of proposed sign, or photograph if already existing.
- \_\_\_ Material specifications; accurate and sufficient samples of each proposed color.
- \_\_\_ Photograph or accurate scale drawing of building elevation showing proposed location(s) of wall signage, window signs, European shingle signs and other attached signage.
- \_\_\_ Photograph or accurate scale drawing of site plan showing proposed location of freestanding sign.
- \_\_\_ Type & location of all lighting fixtures.
- \_\_\_ Name, address, phone, and email of your professional signage maker.

### Outdoor Fixtures

- \_\_\_ Accurate, detailed scale drawing of fences, screening, benches, seating, tables, architectural ornamentation or other outdoor fixtures.
- \_\_\_ Manufacturer's cut sheets for all outdoor fixture(s) and/or pole(s); specify colors.

### Lighting

- \_\_\_ Show numbers & locations of proposed lights on a site plan.
- \_\_\_ Specify types of bulbs and size/intensity for each type of fixture.
- \_\_\_ Accurate, scale drawings or photographs of building elevations for wall mounted lights.

### Awnings/Canopies

- \_\_\_ Photo or brochure showing proposed design.
- \_\_\_ Color sample or swatch of proposed material.
- \_\_\_ Photograph or accurate scale drawing of building, showing where awning is to be installed.
- \_\_\_ State text on awning with size, font, and color (if applicable).

## **Old World European Architectural Element Glossary**

**Bay Window:** A large window that projects from the outer wall of a building.

**Building Tie:** A diamond or rectangular shaped element which is usually black metal in appearance and is the exposed end of a tie rod or horizontal building support. Building ties can also be vertical or other shapes.

**Color Palette:** The Old World European Color Palette is an approved target guide of colors that are in keeping with the character of the community. Other colors may be used if approved by the Design Review Board. Rather than use specific brands or paint swatches, the Old World European Color Palette uses the Pantone Matching System (PMS), which is a universal paint system. Architects, manufacturers, sign contractors, and paint stores generally are familiar with or can match PMS colors. Any and all proposed application of approved colors, whether main body or trim, is subject to review as is the overall context of the building and the location. Also, please consider the finish of the proposed paint (gloss, satin, flat, etc.). Glossy finish paints generally should be avoided. The Color Palette will be available for loaning out at the Community Development Department.

### Index of accepted Pantone Colors

<b>Reds</b>	<b>Yellows</b>	<b>Greens</b>	<b>Greens</b>	<b>Blues</b>	<b>Blues</b>	<b>Blues</b>	<b>Browns</b>	<b>Trim colors</b>
1797C	7401U	555C	578U	5463C	307U	657U	4625U	871U
1807C	7402U	347C	579U	5473C	308U	658U	4695C	872U
485C	7403U	348C	580U	5483C	309U	659U	462C	873U
201C	7404U	349C		5493C	3105U	660U	463C	874U
202C	7405U	350C	<b>Blues</b>	5503C	3115U	661U	4625C	875U
1795C	7406U	371C	7474U	5513C	3125U	662U	4635C	876U
7420C	7407U	621C	7475U	5523C	3145U		4645C	877U
186C	7499U	622C	7476U	642C	3155U	<b>Violets</b>	4655C	
187C	7506C	623C	7477U	643C	3165U	2665U	4665C	<b>Greys</b>
188C	7508C	624C	7474C	644C	539U	2685U	4675C	Cool grey 1U
	7411C	625C	7475C	645C	540U	2695U	4685C	Cool grey 2U
<b>Orange</b>	141C	626C	7476C	646C	541U	2735U	726C	Cool grey 3U
173C	1205C	627C	7477C	647C	542U	2745U	727C	Cool grey 4U
174C	1215C	5605C	327U	648C	543U	2755U	728C	Cool grey 5U
175C		5615C	328U	649C	544U	2765U	729C	Cool grey 6U
158C		5625C	329U	650C	545U	663U	730C	Cool grey 7U
159C		5635C	330U	651C	5463U	664U	731C	Cool grey 8U
160C		5645C	539C	652C	5473U	665U	732C	Cool grey 9U
158U		5655C	540C	653C	5483U	666U	719U	Cool grey 10U
159U		5665C	541C	654C	5493U	667U	720U	Cool grey 11U
160U		448C	542C	655C	5503U	668U	721U	420C
		449C	543C	283U	5513U	669U	722U	421C
		450C	544C	284U	5523U	256U	723U	422C
		451C	545C	285U	628U	257U	724U	423C
		452C	5395C	286U	629U	258U	725U	424C
		453C	5405C	287U	630U	259U	425C	
		454C	5415C	288U	631U	260U	426C	
		5743C	5425C	289U	632U	261U		
		5753C	5435C	290U	633U	262U		
		5763C	5445C	291U	634U	7443C		
		5773C	5455C	292U	642U	7444C		
		5783C	546C	293U	643U	7445C		
		5793C	547C	294U	644U	7446C		
		5803C	548C	295U	645U	7447C		
		574U	549C	296U	646U	7448C		
		575U	550C	304U	647U	7449C		
		576U	551C	305U	648U			



EXAMPLE PANTONE COLOR CHART (Not all colors are allowed)

**Cupola:** A small, domed roof element.

**Dormer:** A window set vertically in a small gable projecting from a sloping roof.

**Dutch Arch:** An arch feature located above a window.

**Fascia:** A flat horizontal band located between architectural moldings.

**Gable:** The wall section at the ends of a sloping roof bounded by the two roof slopes and the ridgepole location. Typical gable types in the Netherlands include the beak, bell, neck and stepped gables.

**Keystone:** The centrally located wedge-shaped stone of an arch that locks the arch together.

**Lantern/Faux Lantern:** An Old World looking light fixture which may or may not actually be functional as a source of illumination.

**Mullions:** A vertical line or strip separating windowpanes.

**Ridgepole:** The horizontal beam at the ridge of a roof to which the rafters are attached.

**Sash Window:** A sliding section of window or window frame with multiple glass panes.

**Shutters, Faux:** Architectural elements which appear to be hinged covers or screening devices for windows but which are decorative and permanently attached to a wall.

**Shutters:** Hinged covers or screening devices for windows which can be used to block or close windows.

**Stucco:** A durable, fine finish for exterior walls usually consisting of cement, sand and lime.

**Window (Flower) Box:** A long, narrow box containing flowers located at the windowsill.