

Live-Work Overlay Illustrated Design Standards

City of Sun Prairie

Pursuant to Section 17.16.210 City of Sun Prairie Municipal Code

The Live-Work Overlay (LWO) zoning district was created to preserve and retain the existing residential character of development located along a stretch of Main Street that lies between the City's traditional downtown and the more auto-oriented commercial corridor to the west. This area has been identified in the City's W. Main Street Corridor Plan as a desirable transition area between the two commercial hubs. In addition, this area contains several nonconforming uses—primarily residential uses that are located within a commercial zoning district. Much uncertainty surrounds the status of these properties, and land owners often experience delays and face questions from lending institutions when property sales or refinancing efforts are reviewed. The LWO ordinance is intended to address both of these issues to provide for a mixed-use environment that retains the look and feel of a residential area.

The LWO standards supersede the base zoning regulations contained within the zoning code for properties within the district, meaning that where regulations conflict, the requirements of the LWO shall apply. The illustrated design standards contained herein are intended to assist with the interpretation of the LWO standards. Please consult Section 17.16.210 of the Municipal Code to review the adopted ordinance in its entirety.

The LWO includes properties on both sides of W. Main Street from the Kroncke Drive vicinity east to include several properties east of North Street. A map of the district is provided below, and the illustrated site and building design standards follow.



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Live-Work Overlay: Overview

The purpose of the LWO is to provide for the continued residential use of properties within the district, as well as the conversion (or partial conversion) of existing residential uses to commercial use. The scale and rhythm of the existing streetscape provides a good transition between the W. Main Street corridor and the traditional downtown environments located on either end of the LWO, and the site and building design standards are aimed at retaining and enhancing these qualities. All existing uses within the district at the time of adoption of the LWO are considered conforming uses, thereby clarifying zoning issues for many properties. Site redevelopment is permitted, but the combining of lots into larger development parcels is discouraged by requiring a CUP review for such projects, and design standards require that new buildings reflect the rhythm of the existing area.

All uses permitted within the underlying zoning district are permitted within the LWO, except those specifically identified as prohibited uses. In addition, the LWO broadens opportunities for mixed use of buildings, recognizing the unique situation that exists within the district, where numerous residential properties are located within commercial zoning districts. Most projects within the LWO will be reviewed through the special use permit (SUP) process (staff review), unless permitted by right, or unless a project does not meet the adopted standards.

Permitted by right:

- Expansion of existing single-family homes
- Reduction in number of dwelling units in multi-family buildings
- Addition of garages or other accessory buildings associated with an existing residential use

Uses allowed by special use permit (staff review):

- Changes of use (full or partial conversion)
- Expansion of use or new construction that does not involve combining or reconfiguring lots
- Mixed use proposals
- Outdoor display and sales as an accessory use (see ordinance for specific limitations)

Prohibited uses:

- Sexually oriented land uses
- Outdoor maintenance service
- Outdoor storage
- Outdoor commercial entertainment
- Permanent outdoor display and sales
- Boarding house
- Commercial dog day-care or animal boarding
- Tattoo or body piercing establishments
- Payday lenders
- Pawn Shops
- In-vehicle sales and service (i.e., drive-thru)

Review of proposed development projects within the LWO will be coordinated by the Planning Department. A pre-application meeting with the Planning staff is recommended to discuss the project and identify any compliance issues and the type of review that will be involved. Projects that substantially comply with the standards contained herein will be subject to a staff review through the special use permit (SUP) process. Such reviews could be completed in as little as two weeks. Projects that do not substantially comply with the standards can still be brought forth for consideration, but will be subject to public review through the conditional use permit (CUP) process, which involves a discretionary review by the Plan Commission and City Council. The CUP process includes a public hearing and typically takes 7 to 8 weeks to complete—or longer if issues and concerns arise that require more discussion.

Once an application for development is received by the Planning Department, a determination will be made as to which review category applies. If needed, a public hearing will be scheduled and the applicant will be notified of the date and time of the hearing. Plans will be distributed to other City departments and agencies involved in the review process, and will be reviewed for compliance with the municipal code and City standards and policies. **It is important to note that the granting of a SUP or a CUP does not eliminate the need to obtain other required city, county, state or federal permits and approvals that may be applicable.** Examples include storm water and erosion control permits, building permits, sign permits, approvals from the Dane County Health Department, federal or state licenses applicable to regulated activities and uses, etc.

Purpose

Use Restrictions

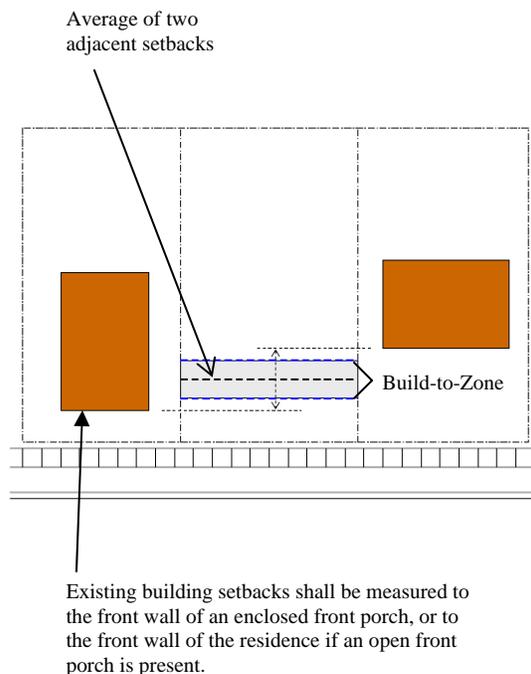
Process

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Live-Work Overlay: Site Design Standards

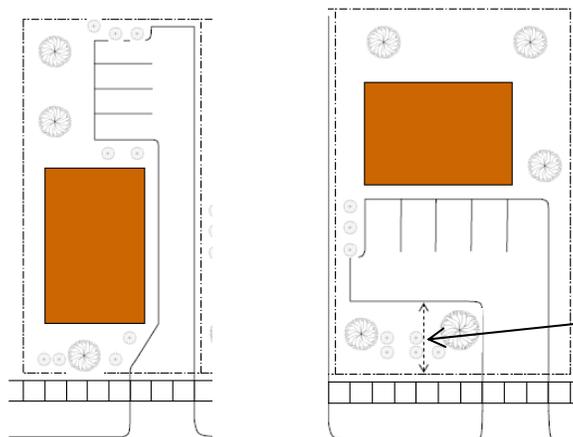
1. A build-to zone that is based on the setbacks present on adjacent properties shall be established to regulate setbacks for new buildings and building additions. The front building wall shall be located within the established build-to zone. Build-to zones shall be established as follows:

- a. For new buildings, the front wall of the building shall be located within five feet of the average of the setbacks on the two adjacent properties, but no closer to the street than the closest of the adjacent structures or five feet, whichever is greater.
- b. Building additions are discouraged on the street side of existing structures. Such additions that extend toward the street require review as a conditional use per subsection 17.16.200(C) (3) of the zoning ordinance. When allowed, such additions may encroach no more than 20% closer than the average of the setbacks of the two adjacent properties, and no closer to the street than the closest of the adjacent structures or five feet, whichever is greater.
- c. Open front porches and stoops that are no more than one story in height may encroach into the front setback by up to five (5) feet, and may include a roof. However, a minimum five foot setback must be maintained.



Build-to Zone

2. Parking is encouraged to be located behind or along the side of buildings to the extent possible. For existing buildings with deep setbacks, up to 50% of an existing front yard may be paved for parking when existing residential buildings are converted or partially converted for non-residential use, provided that no paving is located within 15 feet of the Main Street right of way and .50 plant unit* per 100 feet of frontage is provided within the setback area. All vehicle maneuvering shall be accommodated on-site, with no backing into the public street from on-site parking spaces.



*Note that one "plant unit" equals 30 landscape points. Landscape points are awarded as follows:

- Canopy tree—10 points;
- Understory tree—5 points;
- Shrub—1 point;
- Perennials—encouraged but no landscape point value.

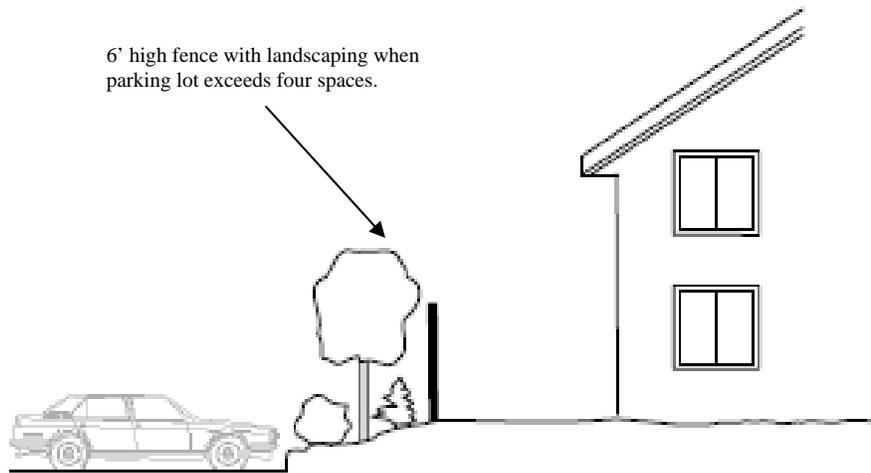
Minimum 15 foot setback required if parking is located in the front yard. In such cases, landscaping is required within the setback area.

Parking Location

Live-Work Overlay: Site Design Standards

Parking Lot Screening

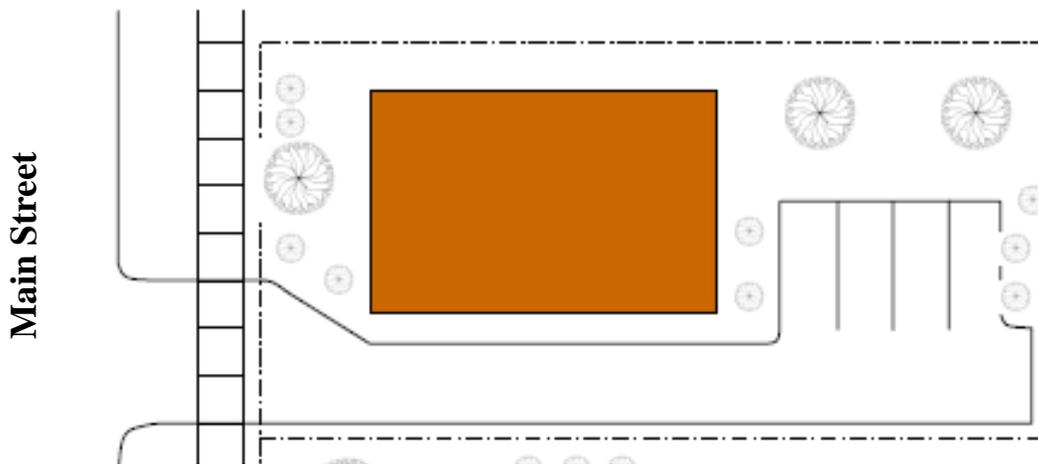
3. Parking areas containing more than four parking spaces shall be screened from adjacent residentially zoned properties by a minimum five (5) foot landscaped area that includes a six (6) foot high fence and 1.0 plant unit* per 100 feet along the property line. An alternative buffer may be negotiated with the adjacent landowner if an alternative to the six (6) foot high fence is desired.



*Note that one "plant unit" equals 30 landscape points. Landscape points are awarded as follows: Canopy tree—10 points; understory tree—5 points; shrub—1 point; perennials—encouraged but no landscape point value.

Parking Location

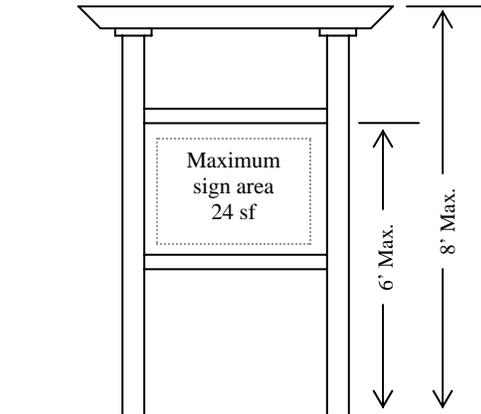
4. Single lane drives to rear yard parking areas shall be permitted when existing buildings are changed in use. However, such drives should be widened to two lanes near the street where possible to allow vehicles to pass while entering and exiting the site.



Live-Work Overlay: Site Design Standards

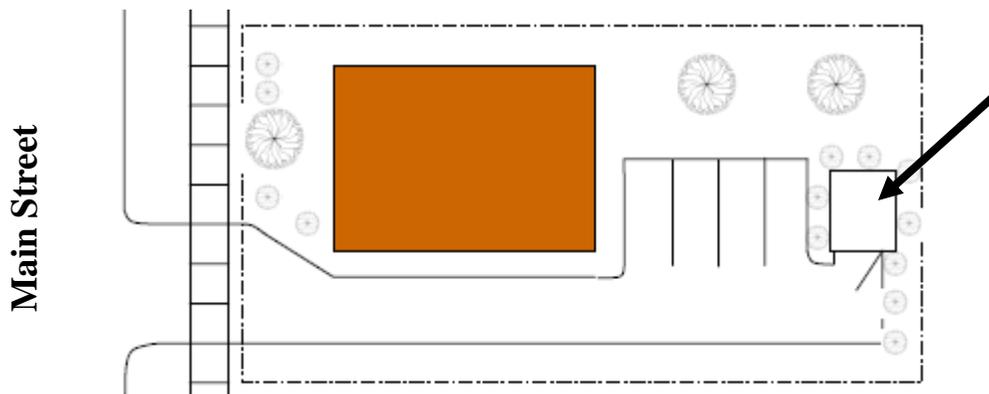
5. Wall signs shall be permitted per Chapter 17.40. In addition, one freestanding monument sign shall be permitted per property. Said sign shall consist of materials and colors that are compatible with the principal building on the site, and shall be further regulated, as follows:

- a. The structure holding the sign shall be no more than eight (8) feet in height, with the signable area of the sign limited to six (6) feet in height;
- b. The signable area of the sign shall be limited to 24 square feet per side;
- c. No internally lit signs shall be permitted;
- d. All other provisions of chapter 17.40 of the Zoning Ordinance shall be adhered to.



Signage

6. Refuse containers and/or dumpsters shall be located toward the rear of the site, and containers over 95 gallon capacity shall be screened with a six (6) foot high enclosure. If located adjacent to residentially zoned or used property the enclosure shall meet the setback and landscaping requirements for parking areas described in Site Design Standard 3. A portion of the required landscaping for the site per chapter 17.32 of the Zoning Ordinance shall be provided in areas adjacent to the enclosure.

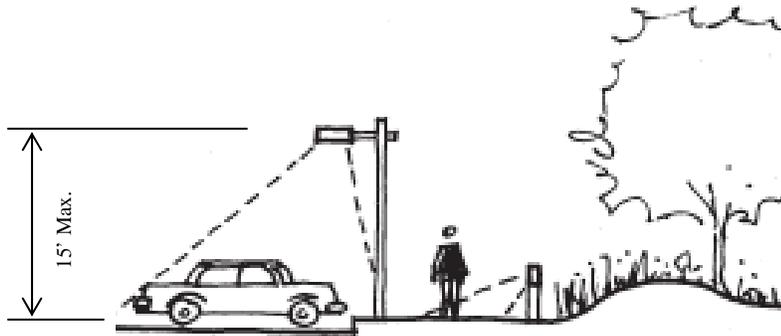


Refuse

Live-Work Overlay: Site Design Standards

Lighting

7. Site lighting shall be downcast and shielded to minimize impacts on adjacent residentially zoned or used properties. Fixtures on poles or mounted on structures should be no higher than 15 feet above grade.



The lighting standards contained in Chapter 17.36 of the Zoning Ordinance must be adhered to, which require a minimum of 0.4 footcandles of illumination within parking and pedestrian areas that may be in use after dark, and a maximum of 0.5 footcandles as measured at the property line. A photometrics plan may be required to ensure compliance. The use of energy efficient lighting systems and fixtures are also encouraged.

Mechanicals

8. Outside mechanical equipment and meters shall not be located on the street side of the building. When visible from the right of way such items shall be screened with landscaping or a decorative screening wall.



Vending

9. Outdoor vending machines are permitted only as accessory uses on properties whose principal use is a commercial use. Vending machines do not require a zoning permit, but may need an electric permit or other approvals. Vending machines must abut an exterior wall of a building containing a commercial use, and shall be placed in an area that provides safe pedestrian access that is clear from vehicle circulation drives and parking areas.

Live-Work Overlay: Building Design Standards

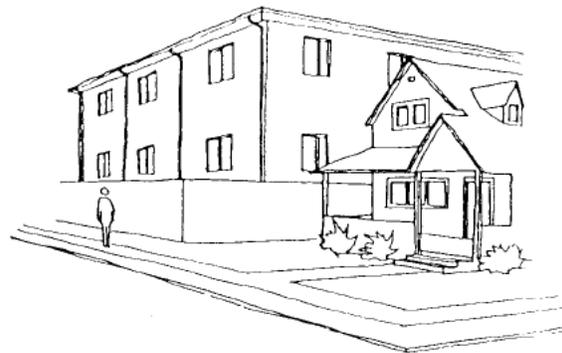
Building
Height

1. New buildings shall be limited to two and one-half (2 ½) stories or thirty (30) feet, whichever is greater. Building additions shall be no taller than the existing structure being added to.

2. New buildings shall be gable or hipped roof structures that are compatible in scale, massing and pitch with existing buildings in the district. Building additions shall utilize similar roof styles and pitches as those found on the existing building, or alternative designs that are compatible with the existing building design as determined by the zoning administrator.



This example meets the standard. Even though the new building is larger than the existing homes, it draws design details from the surrounding homes, such as roof form and pitch, massing, and fenestration, helping it fit in with its surroundings.



This example **DOES NOT** meet the standard. It is out of proportion with the neighboring homes, does not incorporate design details from adjacent buildings, and has a roof type that is foreign to the surrounding neighborhood.

Roofs

3. Primary building materials for new structures shall consist of high quality, long lasting materials such as brick, stone, stucco or acceptable stucco-like products, wood, or fiber cement materials. Building additions and accessory buildings shall be constructed of materials that are compatible with the existing building.

Building
Materials

4. New buildings shall have a residential appearance in terms of their overall scale, massing and design details.



Appearance