

15.10.010 Approval Required For Nonresidential Structures

1. "Nonresidential structure" means structures other than one- and two-family residential properties.
2. No building permit for any nonresidential structure for which a building permit is required shall be issued unless it has received the approval of the design review board, except that historically designated commercial structures or those located at historic sites or within historic districts shall be subject to design review by the historic preservation commission as described in Subsection 24.17.010 D.8. of this Wauwatosa Municipal Code.
3. The design review board shall consider the exterior architectural appeal, the site location and proposed location of the structure on the building site, the landscaping, topography and whether the structure to be altered or constructed shall be so similar to, or so at variance from, other structures already constructed or under construction in the immediate neighborhood of the applicable district if, in the board's opinion, it causes a substantial depreciation in the property value of the neighborhood within the applicable district.

HISTORY

Adopted by Ord. [O-21-18](#) pt. I on 8/3/2021

15.10.013 Approval Required For Building New Single-Family or Two-Family Residential Construction

1. Building, new is defined in 15.04.020
2. No building permit for any new single-family or two-family residential construction for which a building permit is required shall be issued unless it has received the approval of the design review board, except that historically designated commercial structures or those located at historic sites or within historic districts shall be subject to design review by the historic preservation commission as described in Subsection 24.17.010 D.8. of this Wauwatosa Municipal Code.
3. The design review board shall consider the exterior architectural appeal, the site location and proposed location of the structure on the building site, the landscaping, topography and whether the structure to be altered or constructed shall be so similar to, or so at variance from, other structures already constructed or under construction in the immediate neighborhood of the applicable district if, in the board's opinion, it causes a substantial depreciation in the property value of the neighborhood within the applicable district.

15.10.015 Residential Alterations, Additions, Accessory Dwelling Units and Garages

1. Alterations/remodel, additions & garages is defined in 15.04.020
2. An Accessory Dwelling Unit is defined in 24.18.020
3. No building permit for any residential structure for which a building permit is required shall be issued unless it has received administrative approval, except that historically designated residential structures or those located at historic sites or

within historic districts shall be subject to design review by the historic preservation commission as described in Subsection 24.17.010 D.8. of this Wauwatosa Municipal Code.

4. Administrative Approval. Administrative approval of one- and two-family projects that require a building permit shall be performed by the development director or designated representative. Staff shall consider the exterior architectural appeal, the site location and proposed location of the structure on the building site, the landscaping, topography and whether the structure to be altered or constructed shall be so similar to, or so at variance from, other structures already constructed or under construction in the immediate neighborhood of the applicable district if, in staff's opinion, it causes a substantial depreciation in the property value of the neighborhood within the applicable district.

HISTORY

Adopted by Ord. [O-21-18](#) pt. I on 8/3/2021

15.10.020 Organization Of Design Review Board

1. Structure. There shall be a board called the "Design Review Board." The design review board shall review and determine approval for all nonresidential districts, all bus shelters not in the public right-of-way, and any new single-family or two-family residential construction with power to approve or deny plans for construction of, or addition to, such buildings or structures.
2. Organization. The design review board shall consist of eight members serving without compensation members shall have relevant specialized training necessary for the board. A chairperson and a vice chairperson shall be appointed by the mayor from among the members of each board.
3. Terms. Members shall be appointed for a term of two years, subject to council approval.
4. Meetings. The design review board shall meet as an open meeting in an appropriately designated room at city hall when there is business brought before it, unless such time or place is otherwise specifically altered for good reason, consistent with the Wisconsin Open Meetings Law, and notice of such is given to all members and the public as required by law. Three members shall constitute a quorum, which shall be necessary to conduct business at a meeting.
5. Exception. The design review board may by majority vote establish criteria allowing administrative approval of any building permit which would otherwise be subject to design review board approval.
6. Agenda Length-Two Boards. The design review board chair, at a regularly scheduled meeting at which eight members are in attendance, may divide the board into two groups consisting of four members to hear and review matters on the agenda if the agenda's length justifies such. The agenda shall be divided between the boards by the chair. A quorum shall consist of three members for each divided board. Upon such division, the vice chairperson shall chair one board and the chairperson shall chair the other board.

HISTORY

Adopted by Ord. [O-21-18](#) pt. I on 8/3/2021

15.10.030 Notice

A notice stating the time, date and place of a meeting of the design review board shall be posted and publicized in accordance with the requirements of the open meeting law in the state of Wisconsin.

HISTORY

Adopted by Ord. [O-21-18](#) pt. I on 8/3/2021

15.10.040 Design Review Board Meetings--Procedure

The design review board is empowered to adopt rules of procedure in addition to the other rules contained below:

1. The board shall examine plans submitted of the proposed structure and any other documents which are relevant thereto;
2. The members may convene as a board at the site to review the proposed location and character of the neighborhood or they may do so individually at a time convenient to them prior to such meeting;
3. The board shall make a written decision based upon findings of fact.

HISTORY

Adopted by Ord. [O-21-18](#) pt. I on 8/3/2021

15.10.050 Appeals

1. Following a review before the design review board, any person who is aggrieved may file an appeal with the board of zoning appeals in accordance with the provisions of subsection 24.17.010 C. of this code.
2. A request for review of a decision of the development director or designated representative shall be filled with the Design Review Board within ten calendar days of such decision, who shall consider the same factors described in that subsection in determining whether to uphold or overturn the decision of the manager.
3. Any aggrieved person who chooses to have a decision under this section reviewed may appeal the decision to the board of zoning appeals in accordance with the provisions of subsection 24.17.010 C. of this code.

HISTORY

Adopted by Ord. [O-21-18](#) pt. I on 8/3/2021

15.10.060 Appeal Before The Board Of Zoning Appeals

The board of zoning appeals in considering an appeal from a decision of the design review board shall hear the matter as a hearing de novo. The board of zoning appeals following such hearing may affirm, reverse or modify the decision of the design review board.

HISTORY

Adopted by Ord. [O-21-18](#) pt. I on 8/3/2021

