



Proposal: An Ordinance to Repeal, Amend and Recreate Section 94.138(b) Of The Municipal Code Relating To “Building design and appearance standards.”
Proposed By: Jennifer Higgins, Director of Planning and Development
Committee Action:
Prior Consideration: The Plan Commission revised this ordinance in May 2014. Village staff has been working with Zoning Code Consultant MDROffers to tweak the new ordinance for inclusion in the new Zoning Code.
Recommendation: Staff recommends the Plan Commission approve as presented and forward on to the Village Board for final approvals at their 8/18/14 meeting.

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
AN ORDINANCE REPEALING, AMENDING AND RECREATING SECTION 94.138(b) OF
THE ZONING CODE RELATING TO “*BUILDING DESIGN AND APPEARANCE
STANDARDS*”**

The Village Board of the Village of Weston, Marathon County, Wisconsin, do ordain as follows:

SECTION 1: Section 94.138(b) of the Village Of Weston Zoning Code entitled *Building design and appearance standards* is hereby repealed, amended and recreated to provide as follows:

Sec. 94.138. Lighting and building design and appearance standards.

(b) *Building design and appearance standards.* This section of the code is designed in a way to encourage the development of higher-end multi-family housing and commercial and retail buildings within the Village, while providing for somewhat reduced criteria for industrial developments. The Village Board has identified this as a community need and will enforce the following:

- (1) *Multi-family Housing.* The standards in this subsection (1) shall apply to the following: Newly constructed multi-family residences (3+ dwelling units); Exterior renovations exceeding 50% of the equalized assessed value of the structure at the time of reconstruction/renovation; Building addition; Any structure converted, remodeled or renovated as multi-family housing; all multi-family housing moved to vacant lots; and all accessory buildings serving the multi-family principal building. A licensed architect is required to create the building elevations for all new construction and building additions.
 - a. Buildings shall have at least 60% of the combined area of their exterior walls covered by brick, native stone, tinted or textured concrete masonry units, windows, or other similar or superior decorative material as may be approved by the site plan approval authority. “Exterior” shall be calculated as the total amount of wall area

below the roof line that is visible from grade level views. Calculations demonstrating compliance shall be included in the application materials.

- b. The architectural features, materials and the articulation of the façade of the building shall be continued on all exterior walls.
 - c. Architectural and trim details, such as frieze board, vertical corner trim, drip caps, gable vents, shingles, and shakes, are required.
 - d. Vinyl siding is an acceptable, though not decorative, façade material, provided that it has a thickness of at least .044 inches.
 - e. Vinyl less than .044 thick, plywood, chipboard, t1-11, asphalt siding, smooth faced concrete blocks, metal siding, and any other similar or inferior material shall be prohibited, with “similar or inferior materials” determined by the site plan approval authority.
 - f. Unless otherwise approved by the site plan approval authority, changes in color and materials shall occur between horizontal bands and shall be used to clearly establish “base,” “middle,” and “top” portions of the building.
 - g. Natural wood, including treated wood, shall be painted or stained, except the site plan approval authority may allow cedar, redwood, or another naturally weather resistant wood species to be unpainted and unstained.
 - h. Designs and colors shall be selected to maintain and/or enhance the character of the overall neighborhood, except where the site plan approval authority approves other designs or colors.
 - i. Shingled roofing materials shall be variegated in color and texture, in a manner that is complementary to the colors and textures of the building facades.
 - j. Garages shall be designed as a component of the principal structure, unless otherwise approved by the site plan approval authority and meeting all standards of this subsection (1).
 - k. Pole buildings shall not be allowed as accessory structures.
 - l. For any building façade greater than 200 feet in length, the design for that façade shall include the use of two or more colors, or variations in exterior wall setbacks shall be employed, to reduce the monotony.
- (2) *Non-residential Development in Business Districts.* The standards in this subsection (2) shall apply in the B-1, B-2, B-3, B-4 and B-P zoning districts to the following types of non-residential development: All new buildings including accessory buildings; Exterior renovations exceeding 50% of the equalized assessed value of the structure at the time of reconstruction/renovation; Building additions; Any structure remodeled or renovated as a

non-residential use; Any non-residential building moved to a lot. A licensed architect is required to create the principal building elevations.

- a. Buildings shall be designed to provide human scale, interest, and variety, which shall be accomplished by incorporating at least two of the following techniques in each building:
 1. Variation in the building form, such as recessed or projecting bays, shifts in massing, or distinct roof shapes.
 2. Emphasis on building entries, such as through projecting or recessing forms (e.g., covered entries), details, or material differences.
 3. Variation of materials, material modules, expressed joints and details, surface relief, and/or textures to break up building forms and wall surfaces.
- b. For any building façade greater than 200 feet in length and visible from a public right-of-way, the design for that façade shall include the use of two or more colors and at least one of the following two techniques to reduce the monotony:
 1. Articulated façade with projections or bays, with at least two feet in variation from the setback of the primary facade.
 2. Use of architectural elements, such as columns, canopies, glass, changes in materials, and covered entries.
- c. Each building façade abutting a public street shall have at least 60% of the combined area of exterior walls covered by brick, native stone, tinted or textured concrete masonry units, glass, copper panels, stainless steel, or other similar or superior decorative material as may be approved by the site plan approval authority. The remaining area of exterior walls visible from public rights-of-way shall consist of Exterior Insulation Finishing Systems (EIFS), cement board siding, architectural finished stucco or plaster, or other similar or superior materials as determined by the approval authority. The area of “exterior walls” shall be calculated as the total amount of wall area below the roof line that is visible from grade level views. Calculations demonstrating compliance with this standard and the standard in the following subsection shall be included in the application materials.
- d. Buildings shall have at least 40% of the combined area of exterior walls not visible from public rights-of-way covered by brick, native stone, tinted or textured concrete masonry units, glass, copper panels, stainless steel, or other similar or superior decorative material as may be approved by the site plan approval authority. The remaining area of exterior walls not visible from public rights-of-way may consist of Exterior Insulation Finishing Systems (EIFS), cement board siding, architectural finished stucco or plaster, or other similar or superior materials as determined by the site plan approval authority.

- e. Comparable materials on all sides of the building shall be required, even if the percentage of each material changes per the above standards.
 - f. Vinyl, plywood, chipboard, T1-11, asphalt siding, non-architectural metal siding, smooth faced concrete block, and any other inferior materials are prohibited as exterior finish materials, with “similar or inferior materials” determined by the site plan approval authority.
 - g. Natural woods, including treated wood, shall be painted or stained, unless cedar, redwood, or another naturally weather resistant wood species that is intended to be exposed.
 - h. Designs and colors shall be selected to maintain or enhance the character of the overall existing neighborhood, except where other designs or colors are approved by the site plan approval authority.
 - i. When roofing is visible from public rights-of-way, complimentary multi-shade and textured roofing material or standing-seam metal roofing shall be used.
 - j. Pole buildings shall not be allowed as accessory structures.
- (3) *Non-Residential Development in Industrial Districts.* The standards in this subsection (3) shall apply in the M-1 and LMD zoning districts to the following types of non-residential development: all new buildings including accessory buildings; Exterior renovations exceeding 50% of the equalized assessed value of the structure at the time of reconstruction/renovation; Building additions; any structure remodeled or renovated as industrial use; Any industrial building moved to a lot.
- a. 60% of the area of all non-expansion exterior walls of any building abutting a public right-of-way; along with an extension of 20 feet or 10% of the length of the side, whichever is greater, on either side; shall be faced with brick, decorative masonry, architectural precast stone products, glass, copper panels, stainless steel, architecturally textured precast concrete panels (excepted raked finished), or other comparable or superior decorative materials as determined by the site plan approval authority. The site plan approval authority may reduce this percentage to 40% where the property is not (i) abutting Schofield Avenue, Camp Phillips Road, Weston Avenue, State Highway 29, Ross Avenue, or any other road with equal or higher traffic counts, or (ii) within the Weston Business and Technology Park or any addition(s) thereto.
 - b. Dryvit, Exterior Insulation Finishing Systems (EIFS), other plaster products, and architectural finished metal panels are not considered decorative materials.
 - c. The use of vinyl, plywood, chipboard, T1-11, asphalt siding, and smooth faced concrete block or any other similar or inferior materials are prohibited as exterior finish materials, with “similar or inferior materials” determined by the site plan approval authority.

- d. Exterior rear walls and all non-street abutting side walls shall be of masonry brick, stone, or decorative concrete panels for the first four (4) feet from the ground whichever are the comparable decorative materials used on the front façade. The remainder of the building may be of any material listed in subsection b. or otherwise approved by the site plan approval authority, except for those materials listed in Subsection c. above.
 - e. Where concrete block masonry is used, it shall be painted with two coats of paint, stained, or others shall have a decorative pattern or treatment approved by the site plan approval authority.
 - f. Designs and colors shall be selected to maintain or enhance the general harmony of the overall existing neighborhood, except where other designs or colors are approved by the site plan approval authority.
 - g. For any building façade greater than 200 feet in length, the design for that façade shall include the use of two or more colors to reduce the monotony.
 - h. When roofing is visible from public rights-of-way, complimentary multi-shade and textured roofing material or standing-seam metal roofing shall be used.
- (4) *Exemption to decorative material requirements.* Exterior rear wall coverage may, upon approval from the site plan approval authority, be exempt from decorative material requirements in this subsection (b) when a 100 percent screen is employed to a minimum height of six feet to obstruct the lines of sight from public rights-of-way to the rear of the building; or, when the structure is located on an interior lot away from intersecting public streets and when the rear of the structure is oriented towards the rear or side walls of adjacent or compatible uses.
- (5) *Building elevations.* All elevations of the building shall be designed in a consistent and coherent manner. Changes in material, color and/or texture shall occur at points relating to the massing, fenestration, and overall design concept of the building.
- (6) *Building location.* All buildings shall be sited on the lot to present their most desirable face to the street and, where possible, shall be related to buildings on adjoining lots.
- (7) *Prohibited buildings.* Un-faced concrete block, structural concrete, and similar materials shall not be permitted on exterior walls. Pole buildings shall not be permitted as a principal structure.

SECTION 2:

If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstances is found invalid or unconstitutional by a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 3:

All ordinances and parts of ordinances in conflict herewith are hereby repealed.

SECTION 4:

This Ordinance shall take effect and be in full force and effect from and after its passage and publication or posting as required by law.

VILLAGE BOARD, VILLAGE OF WESTON

By: _____
Loren White, Village President

ATTEST:

Sherry Weinkauff, Village Clerk

APPROVED BY THE PLAN COMMISSION: _____

ADOPTED: _____

PUBLISHED: _____

approval of the zoning administrator. A revision shall be considered minor when there is no reduction in the quality of plant material, no significant change in size or location of plant material, and substitute plant material, no significant change in size or location of plant material, and substitute plants of the same category (i.e., shade trees, ornamental, evergreen trees, large or small shrubs, ground cover, etc.) and have the same general design characteristics (mature size, spread, density) as the materials being replaced.

(Ord. of 11-18-1991; Ord. No. 17-98-1, § 1(a), 11-16-1998; Ord. of 4-21-2003; Ord. of 12-23-2011, § 1)

Sec. 94.138. Lighting and building design and appearance standards.

(a) *Exterior Lighting standards.* Exterior lighting is intended to promote a safe and attractive character throughout the Village without creating a nuisance to adjacent properties. All exterior lighting shall comply with the following standards.

- (1) Vehicular areas shall be illuminated using high cutoff luminaries which keep off-site overspill and night sky lighting to a minimum.
- (2) Size and scale of light and luminate should match site and building scale, color and theme.
- (3) Location of fixtures should emphasize intersections and pedestrian access routes, yet provide a uniform level of illumination.
- (4) Scale of fixtures should be lowered in pedestrian areas to emphasize walking surface.
- (5) All outdoor lighting for commercial, industrial and multi-family uses shall be designed, located and mounted so that the maximum illumination, as measured horizontally at the lot line, does not exceed 1.0 foot-candles.
- (6) All fixtures shall meet dark sky friendly guidelines.
- (7) Steps shall be taken to minimize glare to the maximum extent practicable, such as by orienting the lights away from abutting residential properties or planting trees to block other properties from the glare.

(b) *Building design and appearance standards.* This section of the code is designed in a way to encourage the development of higher-end multi-family housing and

commercial and retail ~~options-buildings~~ within the Village, while providing for somewhat reduced relaxed criteria for industrial developments. The Village Board has identified this as a community need and will enforce the following:

- (1) *Multi-family Housing.* These standards in this subsection (1) shall apply to the following: Newly constructed multi-family residences (3+ dwelling units); Exterior renovations exceeding 50% of the equalized assessed value of the structure at the time of reconstruction/renovation; Building addition; Any structure converted, remodeled or renovated as multi-family housing; all multi-family housing moved to vacant lots; and all accessory buildings serving the multi-family principal building. A licensed architect is required to create the building elevations for all new construction and building additions.
 - a. Buildings shall have at least 60% of the combined area of their exterior walls covered by brick, native stone, tinted or textured concrete masonry units, windows, or other similar or superior decorative material as may be approved by the ~~applicable~~ site plan approval authority. “Exterior” shall be calculated as the total amount of wall area below the roof line that is visible from grade level views ~~on each side of the structure, and such e~~Calculations demonstrating compliance shall be included in the application materials.
 - b. The architectural features, materials and the articulation of the façade of the building shall be continued on all ~~façades~~exterior walls.
 - c. Architectural and trim details, such as frieze board, vertical corner trim, drip caps, gable vents, shingles, and shakes, are required.
 - d. Vinyl siding is an acceptable, though not decorative, façade material, provided that it has a thickness of at least .044 inches.
 - e. Vinyl less than .044 thick, plywood, chipboard, t1-11, asphalt siding, smooth faced concrete blocks, metal siding, and any other similar or inferior material ~~as determined by the site plan approval authority~~ shall be prohibited, with “similar or inferior materials” as continually defined determined by the site plan approval authority.
 - f. Unless otherwise approved by the site plan approval authority, changes in color and materials shall occur between horizontal bands and shall be used to clearly establish “base,” “middle,” and “top” portions of the building.

- g. Natural woods, including treated wood, shall be painted or stained, ~~unless a~~ except the site plan approval authority may allow cedar, redwood, or another naturally weather resistant wood species ~~that is intended to be exposed~~ to be unpainted and unstained.
- h. Designs and colors shall be selected ~~to coincide~~ to maintain and/or enhance the ~~general harmony~~ character of the overall ~~existing~~ neighborhood, ~~or except where the site plan approval authority approves~~ other designs or colors, ~~as determined by the site plan approval authority~~.
- i. Shingled roofing materials shall be variegated in color and texture, in a manner that is complementary to the colors and textures of the building facades.
- j. Garages ~~are to~~ shall be designed as a component of the principal structure, unless otherwise approved by the ~~Plan Commission~~ site plan approval authority and meeting all ~~material and design~~ standards of this subsection (1).
- k. Pole buildings shall not be allowed as accessory structures.
- l. For any building façade greater than 200 feet in length, the design for that façade shall include the use of two or more colors, or variations in exterior wall setbacks shall be employed, to reduce the monotony.

(2) ~~Commercial and Non-residential Development in Business Districts~~. These standards in this subsection (2) shall apply in the B-1, B-2, B-3, B-4 and B-P zoning districts to the following types of non-residential development: ~~to~~ All new non-residential buildings including accessory buildings in the B-1, B-2, B-3, B-4 and B-P zoning districts; Exterior renovations exceeding 50% of the equalized assessed value of the structure at the time of reconstruction/renovation; Building additions; Any structure remodeled or renovated as ~~commercial or a~~ non-residential use; ~~a~~ Any commercial or non-residential building moved to a vacant lot; ~~and all accessory buildings serving the commercial or non-residential principal building~~. A licensed architect is required to create the principal building elevations ~~for all aforementioned instances~~.

- a. Buildings shall be designed to provide human scale, interest, and variety, which shall be accomplished by incorporating at least two of the following techniques in each building:
 - 1. Variation in the building form, such as ~~a~~ recessed or projecting bays, shifts in massing, or distinct roof shapes.

2. Emphasis on building entries, such as through projecting or recessing forms (e.g., covered entries), details, ~~color,~~ or material differences.
 3. Variation of materials, material modules, expressed joints and details, surface relief, ~~colors,~~ and/or textures to break up building forms and wall surfaces.
- b. For any building façade greater than 200 feet in length and visible from a public right-of-way, the design for that façade shall include the use of two or more colors and at least one of the following two techniques to reduce the monotony:
1. Articulated ~~the~~ façade with projections or bays, with at least two feet in variation from the setback of the primary facade.
 2. Use of architectural elements, such as columns, canopies, glass, changes in materials, and covered entries.
- ~~e. Similar architectural features, materials, and the façade articulation shall be continued on all sides of the building visible from the public right of way.~~
- dc. Each building façade abutting a public street shall have at least 60% of the combined area of exterior walls covered by brick, native stone, tinted or textured concrete masonry units, glass, copper panels, stainless steel, or other similar or superior decorative material as may be approved by the site plan approval authority. The remaining area of exterior walls visible from public rights-of-way shall consist of Exterior Insulation Finishing Systems (EIFS), cement board siding, architectural finished stucco or plaster, or other similar or superior materials as determined by the approval authority. The area of “exterior walls” shall be calculated as the total amount of wall area below the roof line that is visible from grade level views. ~~on each side of the structure, and such e~~ Calculations demonstrating compliance with this standard and the standard in the following subsection shall be included in the application materials.
- ed. Buildings shall have at least 40% of the combined area of exterior walls not visible from public rights-of-way covered by brick, native stone, tinted or textured concrete masonry units, glass, copper panels, stainless steel, or other similar or superior decorative material as may be approved by the site plan approval authority. The remaining area of exterior walls not visible from public rights-of-way ~~shall~~ may consist of Exterior Insulation

Finishing Systems (EIFS), cement board siding, architectural finished stucco or plaster, or other similar or superior materials as determined by the site plan approval authority.

~~fe.~~ Comparable materials on all sides of the building ~~are~~ shall be required, even if the percentage of each material changes per the above standards.

~~gf.~~ Vinyl, plywood, chipboard, T1-11, asphalt siding, non-architectural metal siding, smooth faced concrete block, and any other inferior materials are prohibited as exterior finish materials, with “similar or inferior materials” determined by the site plan approval authority, as continually defined by the site plan approval authority ~~unless the Plan Commission determines that the materials are appropriate to the design of the building~~

~~hg.~~ Natural woods, including treated wood, shall be painted or stained, unless cedar, redwood, or another naturally weather resistant wood species that is intended to be exposed.

~~ih.~~ Designs and colors shall be selected to ~~coincide and~~ maintain or enhance the general harmony character of the overall existing neighborhood, except where ~~or~~ other designs or colors ~~as are approved determined~~ by the Site Plan Approval Authority.

~~ji.~~ When roofing is visible from public rights-of-way, exposed ~~C~~ complimentary multi-color shade and textured roofing material or standing-seam metal roofing that provides for a more interesting building shall be used.

~~k.~~ Pre-engineered metal buildings of any kind are prohibited.

~~lj.~~ Pole buildings shall not be allowed as accessory structures.

(3) Non-Residential Industrial Development in Industrial Districts. These standards in this subsection (3) shall apply in the M-1 and LMD zoning districts to the following types of non-residential development: all new ~~non-residential~~ buildings including accessory buildings occurring in the M-1 and LMD zoning districts; Exterior renovations exceeding 50% of the equalized assessed value of the structure at the time of reconstruction/renovation; Building additions; any structure remodeled or renovated as industrial use; ~~a~~ Any industrial building moved to a vacant lots; and all accessory buildings serving the industrial principal building.

a. 60% of the area of the permanent all non-expansion exterior walls of any building abutting a public right-of-way; along and with an the extension of 40-20 feet or 10% of the length of the side, whichever is greater, on either side; shall be faced with brick,

decorative masonry, architectural precast stone products, glass, copper panels, stainless steel, architecturally textured precast concrete panels (excepted raked finished), or other comparable or superior decorative materials as determined by the site plan approval authority.

- ~~i. The Per site plan approval authority he aforementioned requirement in Par a. can be lowered may reduce this percentage to 40% where the property is not (i) so long as the property does not abutting a major thoroughfare such as Schofield Avenue, Camp Phillips Road, Weston Avenue, State Highway 29, Ross Avenue, or any comparably traveled other road with equal or higher per WISDOT or Village traffic counts, or (ii) within if the property is located within the Weston Business and Technology Park and any addition(s) thereto.~~
- b. Dryvit, Exterior Insulation Finishing Systems (EIFS), other plaster products, ~~decorative brick wainscoting,~~ and architectural finished metal panels are not considered decorative materials. ~~However, such materials may be combined with the materials mentioned in Par. a. up to a 20/80 ratio to make up the 60% decorative material requirement in Par. a. with approval from the Site Plan Approval Authority.~~
- c. The use of vinyl, plywood, chipboard, T1-11, asphalt siding, ~~non-architectural metal siding,~~ and smooth faced concrete block or any other similar or inferior materials are prohibited as exterior finish materials, with “similar or inferior materials” determined by the site plan approval authority. as continually defined by the site plan approval authority.
- d. ~~The interior sides and rearwalls, Exterior rear walls and all other non-street abutting side walls of all buildings~~ shall be of masonry brick, stone, or decorative concrete panels for the first four (4) feet from the ground; whichever are the shall be consist of comparable to the decorative materials used on the front façade. The remainder of the building shall may be of any material listed in subsection Par b. or that otherwise approved by the sSite pPlan aApproval aAuthority, except for those materials listed in par. Subsection c. above.
- e. Where concrete block masonry is used, it shall be painted with two coats of paint, stained, or others shall have be of a decorative pattern block or other decorative treatment of plain block approved by the Site site Plan plan Approval approval Authorityauthority.

- f. Designs and colors shall be selected ~~to coincide~~ to maintain or enhance the general harmony of the overall existing neighborhood, except where ~~or~~ other designs or colors ~~as determined are approved~~ by the Site Plan Approval Authority.
 - g. For any building façade greater than 200 feet in length, the design for that façade shall include the use of two or more colors to reduce the monotony.
 - h. When roofing is ~~exposed-visible from public rights-of-way,~~ complimentary multi-color-shade and textured roofing material ~~that provides for a more interesting building or standing-seam metal roofing~~ shall be used.
- (4) Exemption to decorative material requirements. Exterior rear wall coverage may, upon approval from the site plan approval authority, be exempt from decorative material requirements in this subsection (b) when a 100 percent ~~landscape~~ screen is employed to a minimum height of six feet to obstruct the lines of sight from public rights-of-way to the rear of the building; or, when the structure is located on an interior lot away from intersecting public streets and when the rear of the structure is oriented towards the rear or side walls of adjacent or compatible uses.
 - (5) *Building elevations.* All elevations of the building shall be designed in a consistent and coherent manner. Changes in material, color and/or texture shall occur at points relating to the massing, fenestration, and overall design concept of the building.
 - (6) *Building location.* All buildings shall be sited on the lot to present their most desirable face to the street and, where possible, shall be related to buildings on adjoining lots.
 - (7) Prohibited buildings. Un-faced concrete block, structural concrete, and ~~the likesimilar materials~~ shall not be permitted on exterior walls. Pole buildings shall not be permitted as a principal structure.

(Ord. of 11-18-1991; Ord. No. 17-98-1, § 1(a), 11-16-1998; Ord. of 9-20-99, Ord. of 10-26-04; Ord. of 6-20-05; Ord. of 5-23-14)

Sec. 94.139. Approval process.

(a) *Form of submittal.* Before issuing a building or zoning permit, the zoning administrator shall submit the necessary building, site and operational plans to the planning commission for their consideration. Such plans shall be in reasonable detail to enable the commission to properly evaluate them and shall specifically include the following:

- (1) General building plans including either elevations, or perspective drawings, or photos, showing the planned exterior appearance.
- (2) A site plan of the property accurately dimensioned showing the location of all existing and proposed structures and use areas, including existing and proposed grades as appropriate.
- (3) A statement describing the basic operational characteristics of the proposed use. (Also see section 94.131(b) for additional information the commission may request.)

(b) *Staged approvals.* With the concurrence of the permit applicant, the planning commission may grant its approval in stages so as to cause the least amount of delay to initial construction, such as by granting approval to the building location and lighting fixture brightness and glare control in a later stage, but in no case may the commission and applicant agree to delay for total approvals beyond the point where an occupancy permit is requested.

(c) *Expedited review.* The planning commission shall approach this duty and power in a manner intended to cause the least delay to the overall process of zoning permit issuance and development, while making its best effort to ensure the public health, safety and welfare. Accordingly, it shall:

- (1) Publish its meeting schedule at least quarterly and the latest date it will accept materials for review at each meeting.
- (2) Publish a checklist of the items to be reviewed under each of the major categories of building, site and operations so that applicants may adequately prepare for commission review.
- (3) Delegate to village professional staff the authority to conduct preliminary review of materials submitted to ascertain adequacy of submittal and likely conformance to commission policies based upon previous actions of the commission, so that both the applicant and the commission are made aware of possible discrepancies.
- (4) Delegate to village professional staff the power to accept on behalf of the commission a corrected application that fulfills all conditions and agreements arrived at during the review meeting.