

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Plan Commission

Re: Plan Commission review & recommendation on a Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC for a new office building located on Tax ID #006-0337-02 (2830 W American Dr).

Please see the below comments from Code Administrator Kamke:

This request is for a site plan review of new construction for a business office to be located on the north side of West American Drive between Campers Way and Campers Boulevard. Discussions with the applicant indicate use of the site will be primarily for office staff with their personal and company vehicles, with delivery vehicles accessing the site anticipated at box truck size. No regular semi-truck traffic is anticipated as part of this use.

The subject property is parcel 006-033702, is zoned B-3 General Business, and is within the Comprehensive Plan's Tier 1 Area. This site is under the Outagamie County Airport Overlay District Zone 3, but is outside the 10,000 foot buffer from the airport. The Comprehensive Plan's Future Land Use map identifies this area for Light Industrial, Warehousing, and Distribution uses. There is no County Shoreland or Floodplain zoning jurisdiction on the property. A wetland delineation was completed in August 2024 and identified an area on the southeast corner of the property, which is beyond the extent of this site plan area and is not proposed to be disturbed as part of the project. See map excerpt from delineation report included in the packet.

The Town of Clayton Zoning Ordinance lists administrative and professional services as permitted in the B-3 General Business district, with the requirement of an approved site plan and any other relevant zoning and building permits. Site Plan review requires the Town to consider the following factors in making a recommendation and decision:

9.07-175 Basis of Decision

- (a) Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
- (b) Effects of the project on the natural environment;
- (c) Effects of the project on surrounding properties, including but not limited to operational considerations relating to hours of operation and creation of potential nuisances such as noise, odor, fumes, dust, and light;
- (d) Compliance with the Special Site Design Principles and Architectural Standards described in Division 8 of Article 8;
- (e) Compliance with other applicable requirements contained in this Chapter; and
- (f) Any other factor that relates to the purposes of this Chapter as set forth in section 9.01-05 and other applicable sections.

Regarding access location to the site: Engineering standards for roads of this design speed indicate the stopping site distance should be at least 305 feet. This is also the distance that should be between access points then, to allow drivers sufficient time to see and react to each new intersection. Best practice is to either maximize the distance between access points, or align access points opposite each other. This topic also falls under the Special Site Design Standards and the Zoning Ordinance Attachment B Horizontal Site Design Standards' section A.(1)(f):

“Driveways shall be located to minimize potential interference and conflicts with the use of buildings, roadways and driveways located on the opposite side of the street. To the greatest extent possible, driveways should align with existing driveways or roads on the opposite side of the street.”

West American Drive is a Class 3 roadway in the Town of Clayton, and as such, access permits require the horizontal distance between access points to be at least the minimum lot frontage required by the zoning district (B-3 requires 300 feet of frontage). With this in mind, moving the driveway access location is recommended. Best option would be keeping the existing culvert location, approximately 300 feet west of Campers Boulevard. Next best option would be to align the driveway to be opposite the Camper's Way ROW, since that intersection exists and drivers are already aware of potential hazards at that place of this road. The access location proposed by the application does not meet Town standards within the Access Control Ordinance or Zoning Code, and does not prioritize roadway user safety when navigating this corridor with the short sight-line distances and existing conflict points.

There are no known concerns for negative impacts to the natural environment with this project. The project is required to obtain construction site stormwater and erosion control permits and the applicant has provided their stormwater plan to the Town detailing plans for an onsite management device (pond). This will be reviewed by the County and a recommended condition of approval is to have applicant provide copies of issued permits to the Town for application files.

The applicant provided a lighting plan with five lighting fixture types. Three are not Dark Sky Certified: RAB CD34-6WK cylinder, Morris 75119B gooseneck, and Acuity LED wallpack fixtures. Both of the LSI area light fixture types are Dark Sky Certified. Condition recommended is for applicant to either provide information on how non-certified fixtures meet the standards of certification, or to change fixtures to styles with certification.

Architectural design standards for Tier 1 Areas require at least 75% of the exterior walls to be covered with acceptable building materials, roof materials to be consistent with the design theme of the building and meet Solar Reflective Index values of at least 78, screen mechanical equipment from view, and attempt to place loading docks and overhead doorways only in side or rear yards. The provided materials meet the exterior wall building material coverage requirements. A recommended condition of approval is for applicant to provide SRI values for the roofing materials to verify compliance with Town standards. The mechanical equipment is properly situated on the site to be out of view from public right-of-way, meeting ordinance standards. The location of loading dock / overhead door areas is difficult with this lot's configuration; the siting of these access points in a rear or side yard is not feasible, and Attachment

C section A. (9)(c) grants the Town Board power to allow this locating if a practical alternative does not exist.

Landscape Design Standards within Attachment E that apply to this project include:

- A. Buffer Yard Landscaping. Minimum of 20 feet wide along the north lot line, with 350 points per 100 linear feet, and meeting requirements of Attachment E, Section C. (1)(a)(3)(a). There is no proposed additional plantings on the north lot line, but an existing line of mature trees and shrubs do exist on site; this area is not proposed for disturbance under this project and the existing vegetation would remain intact.
- B. Parking Lot Landscaping. When parking lots exceed 5,000 square feet, landscaping areas not less than 15% of the parking area shall be placed intermittently within the parking area or within 10 feet of the parking area perimeter. This site plan proposes approximately 9,720sf of parking area, meaning the ordinance requires at least 146sf of planting areas. Three autumn blaze maples are proposed by the applicant, spaced on either end of the parking lot and on a peninsula sized approximately 324sf. These provide 90 points of tree landscaping and meet the minimum area planting requirements.
- C. Screening Requirements for service, storage, and trash collection structures. Continuous evergreens or fencing shall be placed at least as tall as the structures being screened. The application proposes to screen with five arborvitae plants of at least 4 feet in height at planting, with pipe bollards surrounding the dumpster enclosure pad.
- D. Building and Grounds within Tier 1
 - a. At least 20 landscape points shall be provided for every 4,500sf of impervious surface. With a total of 29,312sf of impervious surface proposed, at least 130 points of grounds landscaping is required by ordinance. Eleven black hills spruce are proposed for the earthen berm, and two autumn blaze maples are proposed for grounds beyond parking lot areas. This equates to 390 points of proposed grounds landscaping, meeting the standard.
 - b. At least 75% of all buildings sides shall be landscaped in beds at least six feet wide as measured from the building façade. Provided plans show a beds at least seven feet wide on the front of the building (south face), approximately three feet wide on the east face, and between five and ten feet wide on the north face. While not uniform, the Town may determine the plan meets the intent of the standard.
- E. No ground sign is proposed for the site, so this category does not apply.

Please note that if the Town requires the driveway access location to change, revisions to the landscaping plan may be needed to ensure the minimum landscape requirements are still met. That review and approval of revised plans may be done administratively under 9.07-184.

In renderings provided by the applicant, a sign is proposed to be mounted on the south face of the office building. This is allowed under Table 12-4 with size limits not exceed 10 of the wall area, and would need a zoning permit to verify compliance with all applicable sign standards.

Parking spaces required for administrative and professional services are at least one space per 300sf of floor area, plus one space per warehouse employee, plus one space per company vehicle. Based on provided materials, the 38 proposed spaces meets these standards exactly: 33 spaces based on office area, 5 spaces based on warehouse and company vehicles. If driveway access location is required to change by the Town, revisions may be needed to ensure the parking minimums are maintained.

Overall, the site plan meets most Town requirements. Staff recommend approval with conditions as described. Discussion should be held to determine which option to require for conditions 1 and 4 below, or if other resolution of those concerns can be obtained.

Suggested conditions of approval:

1. Applicant to change driveway access location to align with existing culvert location of the property and provide updated plans to Town. OR
Applicant to change driveway access location to align opposite Camper's Way and provide updated plans to Town.
2. Administrative review and verification of parking space minimums and landscaping standards will be required if access layout is changed.
3. Applicant to provide copies of issued permits from Winnebago County for Stormwater and Erosion Control.
4. Applicant to provide revised list of and install only Dark Sky compliant fixtures.
OR
Applicant to provide materials and information showing the proposed fixtures meet the Dark Sky Certification standards.
5. Provide SRI values for roofing materials showing compliance with minimum values required by building roof pitch (SRI 78 or higher).

SUGGESTED MOTION(S):

Motion to recommend approval of the Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC with the five (5) listed conditions.

If you have any questions about this information, please call or e-mail me.

Respectfully Submitted,
Kelsey