

MEMORANDUM

Business Item C

From: Administrator/Staff
To: Plan Commission
Re: Plan Commission Public Hearing on a Site Plan Review Application submitted by RJ Albright, Inc., on behalf of Nikodem Revocable Trust for a 4,200 sq ft addition to the existing principal building and parking/pavement additions on Tax ID #006-1777-01 (2770 Towne Ct).

Please see the below comments from Code Administrator Kussow:

Property Information Specific to Tax ID # 006-0620-06:

1. Specific Site Location: The subject parcel is located at the east terminus of Towne Ct. on the property addressed 2770 Towne Ct.
2. Parcel Profile Report is enclosed with this memo for your reference. Additional applicable property information not included in the Parcel Profile Report is described below:
 - a. The subject parcel is located in the Heavy Industrial (I-2) District.
 - b. The subject parcel is located in the Personal Storage Facility/Unit (PSF) Overlay District.
 - c. There are no shoreland, floodplain, or wetland concerns/considerations for the subject parcel.
 - d. The subject parcel is not located in Outagamie County Airport Zoning or an Airport Height Limitation Zone.
 - e. The subject parcel will continue to be served by a private well and private holding tank (holding tank proposed to be relocated; well will remain in same location which is inside the proposed addition).
 - f. The "Highways 10 & 76 Corridor Land Use Master Plan" classifies this parcel as being in the "Light Industrial, Warehousing, and Distribution" land use district. This Master Plan was adopted as part of the Town Comprehensive Plan and serves as a more detailed future land use map for the Highways 10 and 76 corridor. This Master Plan Map is a supplement to and supersedes the Future Land Use Plan Map classifications.
 - g. The Plan Commission RECOMMENDED Future Land Use Map of the updated 2023 Comprehensive Plan identifies the future land use category/designation of this parcel as "Light Industrial, Warehousing, and Distribution". This recommended Future Land Use Map has not yet been adopted by the Town.
3. Zoning of Surrounding Properties:
 - a. North: I-2 (Heavy Industrial District) & Personal Storage Facility/Unit (PSF) Overlay District
 - b. South: I-2 (Heavy Industrial District) & Personal Storage Facility/Unit (PSF) Overlay District
 - c. East: I-2 (Heavy Industrial District) & Personal Storage Facility/Unit (PSF) Overlay District
 - d. West: I-2 (Heavy Industrial District) & Personal Storage Facility/Unit (PSF) Overlay District

Application Details:

The applicant is proposing to construct a 4,200 sq. ft. addition to the existing principal industrial/commercial building on the property addressed 2770 Towne Ct (PIN 006-1777-01). Parking and pavement area additions are also proposed. There are two (2) existing driveways

from the subject parcel to Towne Ct. The existing building is occupied by an electrical contractor which will also occupy the proposed addition.

Special Site Design Principles and Architectural Standards

The proposed conversion is subject to the special site design principles and architectural standards outlined in Division 8 of Article 8 of the Town Zoning Code of Ordinances. This section of the ordinance makes reference to the following attachments of the zoning code:

- Attachment B, Horizontal Site Design Standards
- Attachment C, Architectural Design Standards
- Attachment D, Architectural and Landscape Design Zones
- Attachment E, Landscape Design Standards
- Attachment F, Environmental and Energy Efficiency (E³) Guidelines

Per Attachment D, this property is located in the Tier 1 architectural and landscape design zone.

Horizontal Site Design Standards (Attachment B):

Driveways: No new driveways are proposed. The property is served by two (2) existing driveways to Towne Ct.

Vision Clearance Triangle:

Vision clearance triangles in compliance with Sec. A. (2) (b) 1) are shown on sheets C1.0 and C1.4 of the submitted site plan packet.

Stormwater and Erosion Control:

Stormwater management for the subject parcel is handled via the Winncrest Plat Storm Water Pond located adjacent to the east. Applicant shall obtain stormwater management and erosion control permits from Winnebago County, as applicable.

Private On-Site Wastewater Treatment Systems (POWTS):

Sanitary waste currently is and will continue to be handled via a private holding tank on-site. Holding tank is proposed to be relocated, as indicated on the submitted site plans, to accommodate the proposed addition.

Private Well Construction:

The property currently is and will continue to be served via an existing private well on-site.

Architectural Design Standards (Attachment C): The subject property is located in the Tier 1 architectural design zone per Attachment D, Architectural and Landscape Design Zones. The requirements of Attachment C are only applicable to the proposed addition.

Exterior Wall Materials:

The existing exterior walls of the existing building consist of light gray prefinished metal wall panels and gray decorative concrete block. The requirements of Attachment C are only applicable to the proposed addition and the proposed exterior wall materials of the proposed addition are the same as the existing building (i.e., light gray prefinished metal wall panels & gray decorative concrete block).

Sec. A. (2) (a) states:

- 1) Except as provided below, Acceptable Exterior Building Materials shall cover 75 percent or more of all exterior wall surfaces. Windows and doors, including overhead doors, shall not be included in the total wall surface area calculation.
- 2) In those areas deemed to be of limited exposure to the general public, percentages may be decreased so long as the intent of this provision is

maintained. Additional limitation to public view may be achieved by building location, orientation, additional landscaping or additional screening.

- 3) *For those uses that require the location of exposed overhead or coiling doors, and not allow for the aggregate percentages to be achieved, acceptable building materials may be decreased to accommodate their necessity for the building use, so long as the intent of this provision is maintained. The Town Board has the authority to approve additional landscaping, acceptable material in other areas, screening, environmental and energy efficiency provisions, a reduction in the number of doors and building location within the parcel to maintain the aesthetic value of the area and maintain the intent of this provision.*

“Acceptable exterior building materials” listed in Sec. A. (1) (d) include the following:

- Clay or masonry brick
- Natural or manufactured stone
- Decorative concrete masonry (sealed) with color consistent with design theme.
- Poured-in-place, tilt-up or precast architectural concrete (shall have stone, texture or coating appearance consistent with design theme)
- Glass curtain walls (Note: Glass windows and doors are not considered glass curtain walls)
- Other materials as approved by the Town Board

The proposed exterior materials do not comply with the requirements of Sec. A. (2) (a) since “acceptable exterior building materials” listed in Sec. A. (1) (d) do not cover 75% or more of the wall surfaces on the west, south and east sides of the proposed addition. The submitted plans identify “acceptable exterior building materials” (i.e., decorative concrete block) covering the proposed addition as follows:

- West/front: 20% +/-
- South/side: 6% +/-
- East/rear: 0%

The applicant is requesting a waiver to this requirement to allow for the exterior materials of the proposed addition to be the same as the existing building for a uniform look across the face of the building.

Roofing Materials:

The existing roofing material of the existing building consists of metal roof panels. The requirements of Attachment C are only applicable to the proposed addition and the proposed roofing material of the proposed addition is “galvalume” metal roof panel (same as the existing building’s roofing material). “Architectural metal roof panels” is listed as an acceptable roofing material per Sec. A. (1) (c).

Solar Reflective Index:

Per Sec. A. (1) (c) 2), roof materials shall have a Solar Reflective Index (SRI) of 78 or higher. **The applicant is requesting a waiver to this requirement** to allow for the same roof panel as the existing building “so it will nest and look the same”.

Existing Structures:

Sec. A. (5) states: “It is the intent to improve the architectural design of existing development governed by these standards.

- Principal buildings or structures that have been erected or constructed prior to the effective date of adoption of these provisions are allowed to make minor improvements to these structures.*
- These improvements must make significant efforts to conform to the intent of the architectural design standards.*

- (c) Any additional square footage added to these structures must be in full compliance to the architectural design standards.
- (d) Percentages of Acceptable Exterior Building Materials may be decreased to allow for consistency in architectural design with the existing structures.

The Town may approve the proposed exterior materials as proposed via this ordinance provision.

Loading Docks and Overhead Doors:

New overhead doors are proposed on the west and south sides of the proposed addition. The proposed overhead doors comply with and meet the purpose/intent of the requirements outlined in Sec. A. (9).

Sustainable Design:

Sec. A. (11) states: *"It is the intent of the Town of Clayton to encourage sustainable development and design. Sustainable design reduces dependency upon energy and impact on the environment while meeting development needs of the community. While certification to a specific environmental standard (e.g., LEED, Green Globe, Energy Star) is not required, the site plan review process will include review of a project's adherence to Attachment F, Environmental and Energy Efficiency (E³) Guidelines, of this Chapter. Projects that aim to meet an established, specific environmental standard such as those named above are strongly encouraged."*

Exceptions:

Sec. A. (14), states: *"Should a particular parcel present an undue hardship or needs arise to mitigate adjoining land use impacts, the Town Board may modify provisions of these regulations so long as the intent is protected and such modifications are not utilized in significant fashion as to warrant revision."*

Landscape Design Standards (Attachment E): The subject property is located in the Tier 1 landscape design zone per Attachment D, Architectural and Landscape Design Zones. The requirements of Attachment E are only applicable to the proposed addition building and pavement additions. The applicant is proposing six (6) tall deciduous trees near/adjacent to the Towne Ct. cul-de-sac and north property line.

General Design Criteria:

Per Sec. B. (1):

- *"Development sites shall have no more than 70 percent impervious surface."*
The proposed development only has 28% impervious surface area which substantially complies with this requirement.
- The minimum size of the proposed "tall deciduous trees" at the time of planting/establishment shall be 2 ½ inch caliper. **The Landscape Plan does not comply or does not identify compliance with the minimum size requirement(s). The Landscape Plan will need to be revised to comply with the minimum size requirement(s).**

Design Standards:

The only landscaping type required for the proposed addition per Attachment E is "Building and Grounds Landscaping".

Grounds Landscaping:

Per Sec. C. (1) (d) 1):

- *A minimum of 20 landscape points consisting of deciduous and evergreen trees shall be provided on a prorated basis for every 4,500 square feet of impervious surface area.*
 - *Low deciduous trees shall not make up more than 50 percent (50%) of the total number of trees.*
 - *Evergreen trees shall make up at least 15 percent (15%) of the total number of trees.*

This development requires 46 landscape points consisting of trees. The Landscape Plan proposes 180 landscape points consisting of trees. **The Landscape Plan complies with the minimum landscape points requirement but does not comply with the evergreen trees requirement requiring evergreen trees to make up at least 15 percent (15%) of the total number of trees.**

- *A minimum of three (3) landscape points consisting of deciduous and/or evergreen shrubs shall be provided on a prorated basis for every 1,000 square feet of impervious surface area.*

This development requires 31 landscape points consisting of shrubs. The Landscape Plan does not propose any shrubs. **The Landscape Plan does not comply with this requirement.**

Building Landscaping:

Per Sec. C. (1) (d) 2), “75% of all building sides must be landscaped with a variety of appropriate plant materials in a wood mulch or stone landscaping bed which is a minimum of 6’ wide measured from building façade.”

The Landscape Plan does not propose any building landscaping. **The Landscape Plan does not comply with this requirement.**

Modifications of Standards:

Sec. F states: “The Town Board shall have the authority to waive or modify the requirements and standards of this section for good cause shown by the applicant. In lieu of any modification, a substitution of higher standards or inclusion of E3 components described in Attachment F can be required by the Town Board to offset any corresponding waiver or modification. Documentation of any modification shall be on file at the Town of Clayton and available for public review.”

Environmental and Energy Efficiency (E³) Guidelines (Attachment F): The E³ standard is strongly recommended, but not required. Per review of the application materials, the following E³ components are included in this development:

- Roof heat island. Solar Reflective Index (SRI) of roof materials will be required to be 29 or higher.
- Increase number of plants. The total landscape points for “grounds landscaping” exceeds minimum requirements.
- Storm sewer piping. Only hard piping of stormwater directly off-site is proposed to the existing Winncrest Plat Storm Water Pond.
- Minimize sprawl. Development is within 1/8 mile of existing multifamily and commercial developments.
- Light Pollution. Proposed lighting is further reduced beyond current ordinance requirements.
- Minimize impervious surfaces. Proposed impervious surface percentage is 28% which is well below the maximum 70% requirement.

Outside Storage of Equipment, Products and Materials (Sec. 9.08-208): No outdoor storage areas exist at this time and the applicant does not intend to create any outdoor storage areas.

Storage of Waste/Trash and Recyclables (Sec. 9.08-209): No outdoor refuse or recyclables storage area exists or is proposed. All garbage and recyclables are kept inside the building until pick-up day.

Exterior Lighting (Sec. 9.08-210): A Lighting Plan was submitted and is in compliance with code requirements.

Signs (Sec. 9.08-211): No new signage is proposed.

Comprehensive Plan Considerations:

- The “Highways 10 & 76 Corridor Land Use Master Plan” classifies this parcel as being in the “Light Industrial, Warehousing, and Distribution” land use district. This Master Plan was adopted as part of the Town Comprehensive Plan and serves as a more detailed future land use map for the Highways 10 and 76 corridor. This Master Plan Map is a supplement to and supersedes the Future Land Use Plan Map classifications.
 - “Light Industrial, Warehousing, and Distribution” Land Use District Description: *“This District is in several portions of the study area to recognize existing industrial uses within the Study Area, but also to target new industrial development projects and potentially new renewable energy generation facilities (i.e., solar) ... Envisioned uses for these districts include: light manufacturing, contractor offices/storage, warehousing, and distribution types of facilities.”*
- The Plan Commission RECOMMENDED Future Land Use Map of the updated 2023 Comprehensive Plan identifies the future land use category/designation of this parcel as “Light Industrial, Warehousing, and Distribution”. This recommended Future Land Use Map has not yet been adopted by the Town. The “Light Industrial, Warehousing, and Distribution” land use district description per the recommended/updated 2023 Comprehensive Plan is virtually the same as the Highways 10 & 76 Corridor Land Use Master Plan described above.

Although Comprehensive Plan consistency is not required for this application, the development is consistent with the Highways 10 & 76 Corridor Land Use Master Plan and recommended/updated 2023 Comprehensive Plan.

Staff Comments, Basis of Decision, & Suggested Conditions:

Staff Comments:

The Site Plan does not comply with the following Town Zoning Ordinance requirements:

1. Architectural Design Standards (Attachment C):
 - a. The proposed exterior building/wall materials do not comply with the minimum “Acceptable Exterior Building Materials” percentage requirement of Attachment C, Architectural Design Standards. Applicant is requesting a waiver to this requirement.
 - b. The proposed roofing materials do not comply with the minimum Solar Reflective Index (SRI) requirement of Attachment C. Applicant is requesting a waiver to this requirement.
2. Landscape Design Standards (Attachment E):
 - a. The Landscape Plan does not comply or does not identify compliance with the minimum size requirement(s) of Attachment E, Landscape Design Standards.
 - b. The proposed Landscape Plan does not comply with the Grounds Landscaping evergreen trees requirement and shrubs requirement of Attachment E.
 - c. The proposed Landscape Plan does not comply with the Building Landscaping requirement of Attachment E.

Basis of Decision:

The Town, in making its decision, shall consider the following factors:

1. Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
2. Effects of the project on the natural environment;
3. 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;
4. Compliance with the Special Site Design Principles and Architectural Standards described in Division 8 of Article 8;
5. Compliance with other applicable requirements contained in this Chapter; and
6. Any other factor that relate to the purposes of this Chapter as set forth in section 9.01-05 and other applicable sections.

Staff Recommendation & Suggested Conditions:

If the Town determines that the proposed exterior wall materials, roofing materials, and landscaping are acceptable, as proposed, it is staff's opinion that the Town may conditionally approve the site plan.

The following are possible conditions of approval that may be relevant to ensure compliance with ordinance requirements:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. The minimum planting size of landscaping materials at the time of planting/establishment shall be in compliance with Attachment E, Landscape Design Standards.
3. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
4. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town of Clayton Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

Suggested Motion:

Motion to recommend approval of the Site Plan Review Application submitted by RJ Albright on behalf of Nikodem Revocable Trust with all listed Staff Recommendations & Conditions.

Respectfully Submitted,
Kelsey