

MEMORANDUM

Business Item C

From: Administrator/Staff
To: Plan Commission
Re: Plan Commission review & recommendation on a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed addition to a commercial business development building located at 9057 Clayton Ave.

Below are the Staff Comments provided by Code Administrator Greenberg:

Site Location: The property is in the northwest corner of the Clayton Ave/West American Dr intersection and specifically described as Tax ID# 006-0340-0203.

Parcel Info: The subject lot is 5.84 acres in size.

Jurisdiction. The property is subject to the following:

- The Town of Clayton Zoning Ordinance.
- Winnebago County Stormwater and Erosion Control Ordinance.
- Winnebago County Airport Height Limitation zoning ordinance (1009 ft.)

Zoning. The parcel is zoned B-2 Community Business District. Lots are connected to a public sanitary sewer system or have an on-site sewage disposal system.

North: R-4; R-1

South: P-1

East: Village of Fox Crossing single-family

West: A-2

Overview. In 2022, the subject property was rezoned from A-2 to B-2, when it was conveyed from the Town to the current owner. The same year, the owner received Site Plan and Plan of Operation approval for the development of three multi-tenant flex buildings and two paved areas to be served by storm sewer, sanitary sewer, and water main. The approved site plan included landscaping, two dumpster enclosures, building lighting, and parking lot lighting. The approvals were subject to several conditions including:

1. No large truck access using the driveway off of Clayton Ave.
2. Requirements to maintain a Knox box for Fire Department access at the private gate.
3. The additional trees being removed at the Contractor's request were required to be replaced.
4. All future businesses/uses established on the property shall be allowed uses per the Town Zoning Code and shall comply with all applicable requirements of the Town Zoning Code.
5. 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.

The applicant is proposing an approximately 3,620 sq. ft. addition to Building No. 2, which is oriented north/south and faces Clayton Ave. This would result in an ultimate building size of 14,900 sq. ft., which complies with the B-2 District's maximum floor area provisions. The addition would extend the building to the south onto existing green/open space, but would not be located any closer to Clayton Ave.

The asphalt driveway and concrete apron will be extended to the south to provide access to the westward-facing garage door of the addition. A 5-inch-tall retaining wall is proposed adjacent to the new hard surfaces. A swale will be graded in to convey drainage from the new improvements towards the south and then east to the road ditch. Eight (8) small trees are located within the area to be disturbed.

Dimensional Standards. The B-2 zoning requires that a principal building provide a minimum street yard of 30 feet and cannot exceed a maximum height of 35 feet. The proposed addition will be 100 feet from W American Drive, will maintain a 30-foot street yard along Clayton Ave., and will match the existing 27.5 ft. building height.

Special Site Design Principles and Architectural Standards This development is located in Architectural Design Tier One and is subject to the special site design principles and architectural standards outlined in Article 8, Division 8 of the Town Zoning Code of Ordinances.

Horizontal Site Design Standards (Attachment B)

- **Driveways Access.** There are no proposed changes to the driveways other than the small internal driveway extension noted above.
- **Stormwater & Erosion Control Stormwater.** Drainage, Erosion & Sediment Control plans shall be required and shall meet the requirements set forth in 23.15 of the Winnebago County Ordinance. A grading and erosion control plan was submitted with the application. The proposed plan notes that no modifications to stormwater facilities will be required for the addition to maintain all required State and County peak flow and water quality standards. In addition, a grass swale will be graded in to ensure there are no adverse drainage impacts from the additional impervious surfaces.
- **Wetlands** The property contains a wetland swale through the property. The addition and site grading will not impact any wetlands.

Architectural Design Standards – Tier One (Attachment C)

- **Exterior Wall Materials.** The proposed addition is intended to match the existing building, which was constructed of pre-finished metal wall panels. **The applicant has not provided any information on wall materials for the addition. Prefinished metal wall panels are not considered acceptable exterior wall materials per Attachment C;** However, the Architectural Design Standards grant the Town Board the authority to allow other wall materials in order to encourage consistency in design.
- **Roofing Materials.** The proposed addition is intended to match the existing building, which was constructed of pre-finished metal roof panels. **The applicant has not provided any information on roof materials or the Solar Reflective Index (SRI) of the proposed roof addition.** Metal roof panels are an acceptable roofing material and shall have an SRI of 29 or higher.

- **Load Docks and Overhead Doors.** One overhead door facing the interior/west of the lot is proposed. No loading docks are proposed. Overhead doors shall be located on-site such that they fully accommodate the length and maneuvering clearances required without extending into required landscape buffer yards or street yard setbacks. **The applicant should provide evidence that an adequate turning radius is being provided for the length and type of the vehicles that will use the addition.**
- **Internal Building Layout.** No interior building plans or use plans have been submitted.

Landscape Design Standards – Tier One (Attachment E)

- **Buffer Yard Landscaping.** Any commercial, institutional, or industrial use that shares a common side or rear yard lot line with a property that is either zoned or used for residential purposes shall provide a landscaped buffer yard along the full length of the common lot line to afford protection to the residential uses from the glare of lights, from visual encroachment, and from the transmission of noise. **An existing tree line along Clayton Ave. as well as the north and west lot lines will provide effective year-round screening of the building addition from residential properties.**
- **Building Landscaping.** 75% of all building sides must be landscaped with a variety of appropriate plant materials in a mulched bed a minimum of 6' wide (deep) measured from the building façade. Plant material shall be placed intermittently against long expanses of building walls, fences, and other barriers to achieve a softening effect of hard building lines. The character of the landscaping shall complement the surrounding properties.
A total of 17 perennial shrubs and plants are proposed in 6-foot deep mulched beds along the south and west elevations of the proposed addition. The plantings will be spaced approximately 5 feet apart on-center and will have an 18" initial height at planting. Depending on which species, the plants are expected to mature to a width of 3' to 4' and a height of 3' to 4'. The planting beds will surround approximately 40% of the perimeter of the addition, however, there is thick, immediate tree cover along the east elevation where no building landscaping is provided.
- **Grounds Landscaping.** Based on a proposed development area (building and driveway) of approximately 6,000 sq. ft., the applicant is required to install one new conifer tree and six understory shrubs. This is in addition to replacing the 8 small trees and 10 mature trees being removed.
The applicant is relocating the mature Black Walnut (x3) and White Pine (x7) trees to the southeast but has not proposed any additional replacement, or new trees as required

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:

- Natural feature preservation (mature tree preservation via tree relocation)

Outdoor Storage of Equipment, Products, & Materials. No other outdoor storage of equipment, products, or materials is shown on the plans submitted, however the site visit by

staff did identify that some outdoor storage of vehicles and/or equipment was present. **The applicant should address if outdoor storage of vehicles and equipment is occurring and should provide additional detail regarding the proposed material stockpiles.**

Storage of Waste/Trash and Recyclables. Two waste/trash and recyclable enclosures were approved previously. One adjacent to the east of building #1, and one adjacent to the west of building #3. Both enclosures are wood fence enclosures. **No changes to trash enclosures were indicated on the submitted materials.**

The site visit revealed multiple dumpsters/recycling bins outside of enclosures and visible from Clayton Ave.

Lighting. Per Sec. 9.08-210, light spillage cannot exceed 15 footcandles along public road right of ways. In addition, all exterior lighting must be certified by the International Dark-Sky Association (IDA) as dark sky compliant. Downcast LED perimeter lights are proposed for the addition and a revised lighting/photometric plan was submitted with the application which indicates that lighting spillage at the property line will not exceed .08 footcandles and appears to comply with Town Zoning Code requirements. **The submitted light fixture specifications do not indicate IDA compliance.**

Parking. Based on the currently approved site plan, there are a total of forty-three (43) spaces, including three (3) ADA compliant spaces. No additional parking is proposed or eliminated with the building addition.

Signage. No signage plans were submitted. All future signage shall comply with Town Zoning Code requirements.

Staff Recommendations:

It is Code Administrator Greenberg's opinion that the site plan may be approved, subject to the following conditions:

1. A revised exterior lighting plan shall be submitted which is IDA compliant.
2. To address the impacts of the eight trees being removed without replacement and to meet the additional landscaping requirements, an updated landscape plan shall be submitted to Town staff for review and approval, prior to the issuance of a building permit. The plan shall include, at minimum, an additional nine (9) trees and six (6) shrubs. The trees should include at minimum three (3) evergreens and not more than four (4) ornamental species. The plan shall provide effective year-round screening of the buildings and parking/loading areas. The minimum planting sizes shall be as follows:
 - a. Shade tree, 2 1/2-inch caliper
 - b. Ornamental flowering tree, 1 1/2-inch caliper
 - c. Evergreen tree, six-foot (6') height
 - d. Upright evergreen shrub, four-foot (4') height
 - e. Shrub, 18-to-24-inch height or spread
3. The project shall comply with all applicable local, state, and federal codes/ordinances.
4. Motor vehicles shall not be serviced or repaired outside.

5. All outside overnight storage of vehicles is prohibited, unless specifically authorized by the Plan Commission and Town Board. If authorized, overnight vehicle storage areas must be identified on the Site Plan noted below and should be screened from public view to the greatest extent practicable. Any vehicles stored outside must be licensed and operable.
6. All materials and activities, except loading and unloading, shall be conducted entirely within the confines of a building; Outdoor storage of equipment and materials is prohibited.
7. Dumpsters and recycling bins shall be kept within an enclosure and screened from public view at all times.
8. No Special Events are permitted unless explicitly approved by the Town Plan Commission and Town Board and in accordance with all zoning regulations.
9. An up-to-date Site Plan must be on file, at all times, with the Town of Clayton. The Site Plan shall include all information required for a Site Plan in Appendix A of the zoning code. This includes but is not limited to, buildings, parking areas, walkways, trails, stormwater management areas, vegetation, utilities, driveways, loading areas, trash/recycling enclosures, fencing, berms, signage, lighting, outdoor storage areas (if applicable), as well as any addition information required by the Town Plan Commission or Town Board.
10. All activities on the subject property herein shall not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, odor, or any other similar factor.
11. Subject to the applicant allowing the subject property to be available for inspection by the Town of Clayton officials at any reasonable time and upon reasonable notice.
12. Any required Winnebago County permits/approvals for stormwater management and erosion control shall be obtained and copies of such permits/approvals shall be submitted to the Town prior to commencing construction of the building addition.
13. Documentation that the Solar Reflective Index (SRI) of the proposed roofing materials meet the minimum required SRI of 29, shall be provided, prior to commencing construction of the proposed building addition.
14. Documentation shall be provided to verify all exterior lighting is IDA (International Dark-Sky Assoc.) certified, prior to commencing construction of the proposed building addition.
15. All future businesses/uses established on the property shall be permitted or conditional uses per the applicable zoning district (currently B-2) and shall comply with all applicable requirements of the Town Zoning Code. A conditional use permit shall be obtained prior to establishing any uses not designated as permitted.
16. All future signage shall comply with all applicable requirements of the Town Zoning Code.

17. 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 requirements of Article 8, Division 8, Special Site Design Principles and Architectural Standards, of 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 Trident Holdings, LLC with the 17 listed Staff Recommendations & Conditions.

Respectfully Submitted,
Kelsey