

MEMORANDUM

**Business Item C**

From: Administrator/Staff  
To: Plan Commission  
Re: Plan Commission review & discussion on a Concept Plan Review Application submitted by Jeffrey Houts for a proposed personal storage facility/storage buildings condominium development on Tax ID #006-0895-07 (7568 Black Top Way).

Please see the below comments from Code Administrator Kussow:

**Property Information Specific to Tax ID # 006-0895-07:**

1. Specific Site Location: The subject parcel is located on the property addressed 7568 Black Top Way, adjacent to the east of the existing “Man Caves” development.
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 property is located in the Town’s General Agriculture (A-2) District.
  - b. The subject property is not located in any sanitary district or sewer service area.
  - c. No portion of the subject parcel area is located in the shorelands or floodplain and therefore, the subject property is not subject to County zoning jurisdiction.
  - d. A wetland delineation was completed in 2017 which identified one (1) 664 sq. ft. wetland in the southeast corner of the subject property, southeast of the existing stormwater pond.
  - e. No portion of the subject property is located in Outagamie County Airport Zoning or an Airport Height Limitation Zone.
  - f. The Town’s Comprehensive Plan/Future Land Use Plan classifies this parcel as being in the “Business/Light Industrial/Planned Unit Development” future land use category/designation.
  - g. The PRELIMINARY/DRAFT Future Land Use Map of the updated 2023 Comprehensive Plan identifies this parcel as being in the “Light Industrial, Warehousing, and Distribution” future land use category/designation. This preliminary/draft Future Land Use Map has not yet been adopted by the Town.
  - h. The proposed “personal storage facility” development/land use is a Conditional Use in the subject property’s A-2 District. Therefore, the proposed development may be allowed with a Conditional Use Permit.
3. Zoning of Surrounding Properties:
  - a. North: A-2 (General Agriculture District)
  - b. South: B-2 (Community Business District)
  - c. East: A-2 (General Agricultural District)
  - d. West: I-1 (Light Industrial District)

**Application Details:**

Jeffrey Houts is proposing a personal storage facility/storage buildings condominium development on Tax ID #006-0895-07 (7568 Black Top Way). The proposed development would be classified as a “Personal Storage Facility” land use which is a Conditional Use in the subject property’s A-2 District. Per the Town Zoning Code the following permits/approvals are required for this development:

- Conditional Use Permit
- Site Plan Review
- Zoning Permit(s)

Per the submitted plans, a total of 48 private storage units/buildings are proposed, consisting of 32 – 40’ x 40’ buildings and 16 – 44’ x 80’ buildings.

### **Special Standards for Principal Land Uses:**

Special standards for the “personal storage facility land use are found in Sec. 9.08-418, as described below:

- (a) Minimum lot area. The lot on which a personal storage facility is located shall be at least one acre in size.
- (b) Access. The access to a cubicle shall not open directly onto a public road right-of-way.
- (c) Surfacing of travelways. Driveways, interior aisles, and walkways shall be concrete or asphaltic concrete, except as may be allowed in this subsection. Consistent with the procedures and requirements of Article 7 of this chapter, the Plan Commission may allow gravel surfaces as a special exception and require, as a condition of approval, additional buffer yard and landscaping requirements deemed necessary to provide adequate screening between this use and adjoining properties.
- (d) Storage of prohibited substances. No cubicle shall be used to store explosives, toxic substances, hazardous materials, or radioactive materials.
- (e) Uses. Only uses that are accessory to storage shall occur. No portion of the site shall be used for fabrication, repair, or any similar use or for human habitation.
- (f) Design. The personal storage facility shall be designed so as to minimize adverse visual impacts on nearby properties. The color, exterior materials, and orientation of proposed buildings and structures shall complement existing and anticipated development in the surrounding area. A personal storage facility in a commercial zoning district shall meet the special architectural requirements in division 8 of this article.
- (g) Fencing of outdoor storage area. An area used for outdoor storage of operational vehicles, watercraft, and the like shall be enclosed by a security fence.
- (h) Setback of outdoor storage area. Outdoor storage areas shall comply with the building setback standards for the zoning district in which the use is located.

### **Special Site Design Principles and Architectural Standards**

The development will need to comply with the following code sections associated with Site Plan Review:

- Article 8, Division 8, Special Site Design Principles and Architectural Standards
- Attachment B, Horizontal Site Design Standards
- Attachment C, Architectural Design Standards
- Attachment D, Architectural and Landscape Design Zones (“Tier 1” per Attachment D)
- Attachment E, Landscape Design Standards
- Attachment F, Environmental and Energy Efficiency (E3) Guidelines

**Final, detailed plans will be required to determine/confirm compliance with Site Plan Review Requirements.**

Upon initial review, the exterior building materials will not comply with the Architectural Design Standards for properties in the Tier 1 architectural design zone, which requires 75% or more of all exterior wall surfaces to be covered with the following identified “acceptable exterior building materials:

- 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.

Attachment C also states:

- 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.
- 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.

**Comprehensive Plan Considerations:**

- The Town’s Comprehensive Plan/Future Land Use Plan classifies this parcel as being in the “Business/Light Industrial/Planned Unit Development” future land use category/designation.

**The proposed development appears to be consistent with the “Business/Light Industrial/Planned Unit Development” future land use category/designation.**

**Plan Commission/Town Board Direction:**

No formal recommendation or decision is needed for this application. The purpose of this application is for the Plan Commission and Town Board to preliminarily review a development, identify concerns/issues, and provide direction or recommendations to the applicant.

**Specific items to consider and discuss with the applicant are:**

**1. Architectural Design Standards (Attachment C):**

- a. The subject property is in the “Tier 1” architectural design zone per Attachment D, Architectural and Landscape Design Zones.
- b. Attachment C requires “Acceptable Exterior Building Materials” to cover 75% or more of all exterior wall surfaces:
- c. “Acceptable exterior building materials” listed in Section 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.
- d. Attachment C also states:
  - 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.
  - 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.

**2. Landscape Design Standards (Attachment E):**

- a. The subject property is in the “Tier 1” architectural design zone per Attachment D, Architectural and Landscape Design Zones.
- b. Buffer yard landscaping is required along the north lot line since the property adjacent to the north residential is designated in the Town Comprehensive Plan for future single and/or two-family residential purposes.
  - Since this is a commercial development, the buffer yard shall be a minimum of 20 ft. wide.
  - Landscaping materials within the buffer yard shall comply with Attachment E requirements.
- c. Parking lot landscaping, grounds landscaping, building landscaping, and ground sign landscaping in compliance with Attachment E will be required.

**3. Vehicular Circulation/Emergency Services Consideration:** The Town should carefully review and consider vehicular connectivity between this development and the existing Man Caves development adjacent to the west for emergency services purposes.