



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: City Plan Commission
From: Adrienne Nelson, Associate Planner
Date: February 27, 2025
Re: Site Plan Review – Eagle Graphics; 1200 Prospect Lane

Eagle Graphics is a Kaukauna based promotional marketing company that provides customers with corporate apparel, school and athletic apparel, promotional products, and business printing. This project will add an additional 8,196 square feet of office and production space to their existing building.

Site Plan Review:

The site plan has received approval from the Industrial Park Commission.

Site/Architectural: [17.32 \(10\) Supplementary District Regulations & applicable zoning](#)

The Eagle Graphics building is one story; the current height of the building is 23' 4" and the addition will be 22' 6". There are currently 16 off-street parking spaces, and they plan to add an additional 8, bringing the total up to 24. All set back requirements are met and all applicable ordinances are being complied with to include zoning requirements.

Landscape: [17.52 Landscaping Requirements](#)

There are five trees and two shrubs located on the property. There are no plans to remove these during the construction process. Landscaping requirements are being met.

Lighting:

This addition is not adding any lighting.

Stormwater: [22 Stormwater Management](#)

The developer will work with Engineering Department to complete Erosion Control and Stormwater Management permitting.

Ingress/Egress:

Some trucks may need to back into the property for deliveries with this type of set up.

Public Safety:

No concerns noted at this time.

Façade: [17.53 Façade Standards](#)

The proposed site elevations meet façade requirements.

Staff Recommendation:

Staff recommend approval of the development with the following conditions:

- **Prior to issuance of building permits, must obtain Stormwater and Erosion Control permits from the Engineering Department**

