



BUILDING, SAFETY & ZONING DEPARTMENT

Main Office 920-262-4060	Brian Zirbes 920-262-4041	Mark Hady 920-342-0986
Nikki Zimmerman 920-262-4045	Dell Zwig 920-262-4042	
Doug Zwig 920-262-4062	Dennis Quest 920-262-4061	

TO: Plan Commission
DATE: February 24th, 2025
SUBJECT: 300 S Third St - Site Plan Review

Site Plan Review requested by Chris Oddo, agent for Mario & Alondra Perez, for an off-site parking lot.
Parcel PIN: 291-0815-0413-033.

SITE DETAILS:

Acres: 0.12
Current Zoning: Central Business (CB)
Existing Land Use: Vacant
Future Land Use Designation: Central Mixed Use

BACKGROUND & APPLICATION DESCRIPTION:

The applicant is proposing to establish an off-site parking lot to be utilized by patrons of Los Perez Grocery Store located across the street. The subject property previously had a small commercial building that was razed. The proposed parking lot will have 13 parking stalls with one of the stalls being a Barrier Free Stall. The proposal includes lighting, landscaped buffer areas along the perimeter of the property, and fencing along areas abutting neighboring properties.

STAFF EVALUATION:

Land Use and Zoning:

A Site Plan Review Committee recommendation and Plan Commission approval of the site plan is required pursuant to Sections 550-144 & 550-145 of the zoning code.

Within the Central Business (CB) zoning district an 'Off-site Parking Lot' is a principal land use permitted by right. 'Off-site Parking Lot' land uses include any areas used for the temporary parking of vehicles which are fully registered, licensed and operative. *[per § 550-54A]*

Regulations for 'Off-site Parking Lot' include:

- Access to an off-site parking lot shall only be permitted to a collector or arterial street.
- Access and vehicular circulation shall be designed so as to discourage cut-through traffic.

Access to the proposed 'Off-site Parking Lot' is provided by S. Third St, a minor arterial street, and the parking lot is designed with one-way traffic to discourage cut-through traffic.

Site Layout and Design:

Within the Central Business (CB) zoning district the minimum paved surface setback is zero feet *[per § 550-34G(2)(e)]*. The proposed 'Off-site Parking Lot' exceeds the pavement setbacks for the Central Business (CB) zoning district by providing a landscaped pavement setback buffer around most of the property.

Vehicle Access and Circulation

The proposed 'Off-site Parking Lot' meets the aisle width and parking stall dimension requirements specified in the Off-Street Parking and Traffic Circulation Standards [per § 550-107F].

Landscaping:

Within the Central Business (CB) zoning district the minimum landscape surface ratio (LSR) is 0%. The applicant has provided a landscaping plan with a landscape surface ratio (LSR) of 12% exceeding the landscaping requirements for the Central Business (CB) zoning district.

Lighting:

The proposed 'Off-site Parking Lot' will utilize two light poles with shielded light fixtures. The lights will be on a timer and be correlated to store hours of 8:30am to 9pm.

PLAN COMMISSION OPTIONS:

The following are possible options for the Plan Commission:

1. Deny the Site Plan.
2. Approve the Site Plan without conditions.
3. Approve the Site Plan with conditions as identified by the Plan Commission:
 - a) Applicant shall obtain any required erosion control and stormwater permits.
 - b) A photometric plan for the parking lot lights that meets ordinance requirements be submitted.

ATTACHMENTS:

- Application materials