



Meeting Date: 7/16/12
Agenda Item: 11

Mission Statement

Provide quality services in a modern, courteous and cost-efficient manner.

PLAN COMMISSION STAFF REPORT

REPORT TO: President Burt McIntyre and Village Plan Commission

REPORT FROM: James Korotev, Director of Code Administration

AGENDA ITEM: Review and take action on the site plan for Beja Shrine to add an electronic message board to the existing sign at 1950 Bond St., VH-612-1. **The Plan Commission has final review authority for this matter.**

OWNER/APPLICANT: Jim Slezak, Creative Sign Company

POLICY ISSUE

Is the plan consistent with the trend of development in the neighborhood and with the desires of the Village for development at this location?

RECOMMENDED ACTION BY PLAN COMMISSION

Approve the applicant's plan with any conditions as may be necessary to improve aesthetics, preserve the integrity of the neighborhood, and address concerns of staff and Commission members.

POLICY ALTERNATIVE(S)

The Plan Commission could take the following action:

- Approve the request without conditions.
- Approve the request with conditions.
- Deny the request
- Table the request until a later meeting date

BACKGROUND INFORMATION

The applicant is requesting approval to modify the existing monument sign for Beja Shrine Temple at 1950 Bond Street by raising the existing cabinet and installing an electronic message center between the masonry base and the existing sign. The total sign width will remain at 8'-0" while the overall height will increase from 4'-9" to 6'-11". Although not required to comply because of zoning district classification, the proposed altered sign will comply with the definition of a monument sign.

ZONING CODE REQUIREMENT

No building or any improvement shall be erected, placed, or altered on any building site until the plans for such building or improvement, including the site plan, landscape plan, building plan and specifications, have been submitted for review to the village plan commission. The village plan commission shall approve, conditionally approve or disapprove such plans with respect to conformity with this section and other applicable codes and ordinances of the village and with

respect to harmony of external design and land use as it affects property within and adjacent. Failure on the part of the village plan commission to act within 60 days of submission shall constitute approval of such plans.

EXECUTIVE ANALYSIS

Zoning

The property is presently zoned B-2. The use of the property and proposed sign alterations comply with B-2 regulations.

Setbacks The sign meets all setback regulations in the B-2 zone.

Parking

N/A

Floodplain, Shoreland Zoning & Stormwater Management

N/A

Land Division

No land division is being proposed in this request.

Lighting

No additional exterior lighting is being proposed with this request other than the light emitted from the electronic message center.

Fire Protection

N/A

STAFF RECOMMENDED CONDITIONS

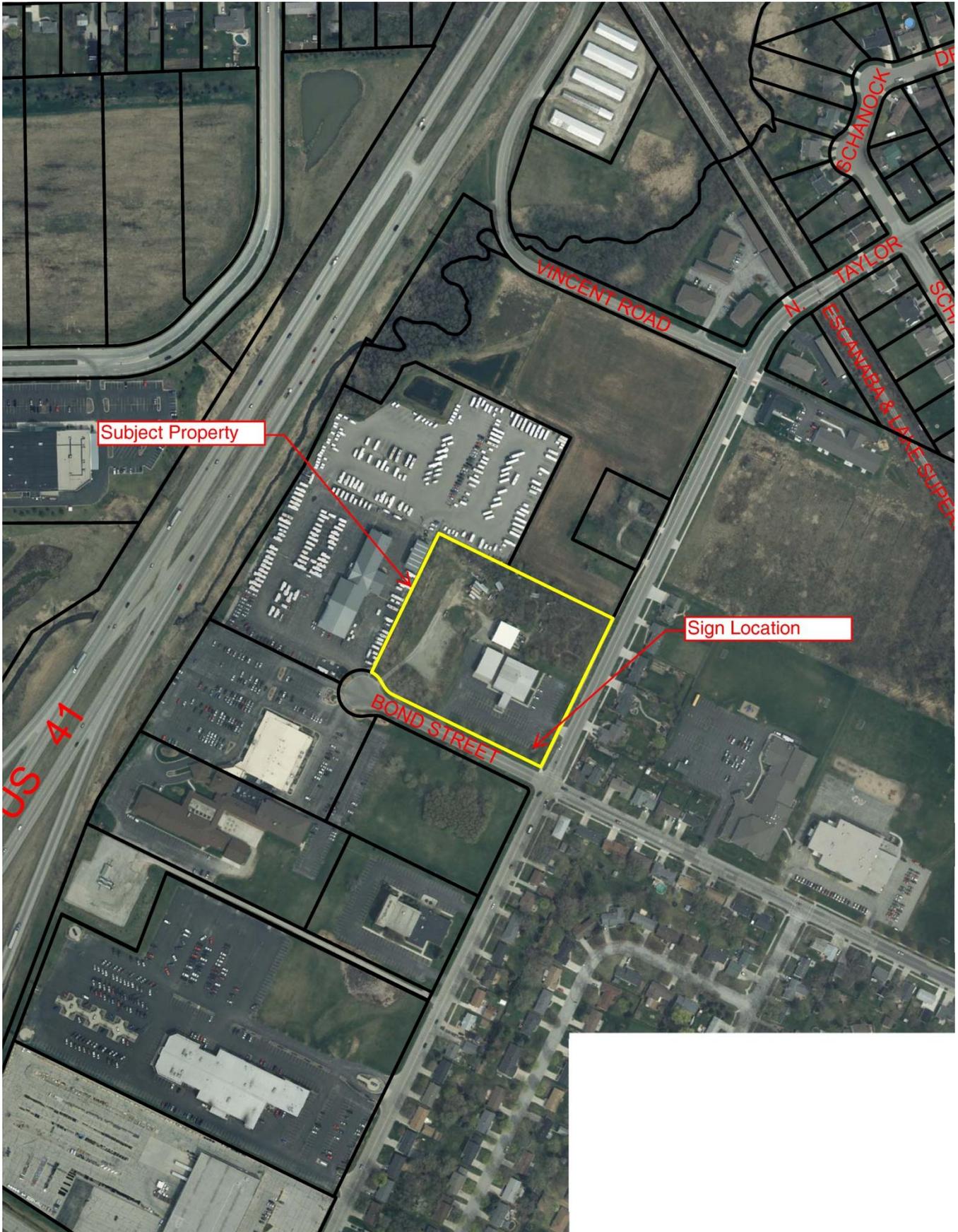
This is a modest addition to an existing monument sign. The existing sign is located well back from the road right-of-way and is tastefully landscaped and maintained. Approval is recommended with the following condition:

- (1) Compliance with the Electronic Sign Regulations contained in Section 50-1402 of the Howard Village Code.

ATTACHMENTS

- I** Aerial View of Property Showing Sign Location
- II** Plan Review Application
- III** Sign Permit Application
- IV** Before and After Photos of Sign

ATTACHMENT I



ATTACHMENT II

DEPARTMENT OF CODE ADMINISTRATION
 2456 Glendale Avenue, Green Bay, WI 54313
 (Office) 920-434-4640 (FAX) 920-434-4643
 mailto:jkorotev@villageofhoward.com



**APPLICATION FOR
 PC PLAN APPROVAL**

IMPORTANT INFORMATION FOR APPLICANTS

(1) INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED OR PROCESSED
 (2) YOU MAY USE YOUR COMPUTER KEYBOARD TO FILL OUT THIS APPLICATION FORM
 (3) PLEASE SUBMIT COMPLETED APPLICATIONS TO THE DEPARTMENT OF CODE ADMINISTRATION AT THE ABOVE ADDRESS

LOCATION	ADDRESS OF SUBJECT PROPERTY (Street Number and Name)	LOT #	SUBDIVISION	TAX PARCEL #
	1950 Bond Street			
PROPERTY OWNER	PROPERTY OWNER'S FULL NAME	DAYTIME PHONE #		ALTERNATE PHONE #
	Beja Shrine	920-498-1985		
APPLICANT/ AGENT	PROPERTY OWNER'S MAILING ADDRESS (Include Zip Code)	PROPERTY OWNER'S E-MAIL ADDRESS		
	1950 Bond Street Green Bay, WI 54303	bejashrine@new.rr.com		
APPLICANT/ AGENT	APPLICANT/AGENT FULL NAME AND BUSINESS NAME	APPLICANT/AGENT PHONE #		ALTERNATE PHONE #
	Creative Sign Company / Jim Slezak	920-336-8900		920-621-4400
USE	APPLICANT/AGENT MAILING ADDRESS (Include Zip Code)	APPLICANT/AGENT E-MAIL ADDRESS		
	505 Lawrence Drive De Pere, WI 54115	jim@greenbaysigns.com		
USE	BRIEFLY DESCRIBE THE EXISTING AND PROPOSED USE OF THE PROPERTY			
USE	Existing sign 8'x3' with brick base. Adding message center sign 8'x2.2' to bottom of sign above brick base.			
SUBMITTALS	WHERE APPLICABLE, THE FOLLOWING SUBMITTALS ARE REQUIRED TO ACCOMPANY THIS APPLICATION FOR THE APPLICATION TO BE ACCEPTED AND REVIEWED BY THE PLAN COMMISSION. REQUIRED SUBMITTALS MAY CONSIST OF PLANS, DRAWINGS, ANNOTATED PHOTOGRAPHS, OR OTHER DOCUMENTATION THAT SUFFICIENTLY PROVIDES ALL REQUIRED INFORMATION.			

- Exterior Building Design** (required for all new buildings, additions and exterior alterations to existing buildings)
- Exterior elevations of all proposed new and existing buildings showing wall materials and exterior construction details (including colors)
 - Height of all proposed new buildings and structures and all existing buildings and structures
 - Specific roof types (gable, hip, flat, etc.) and roof pitches of all proposed new and existing buildings
 - Roofing materials to be used on proposed new buildings and existing roofing materials on existing buildings (including colors)

- Site Features** (required for all projects)
- Location of all proposed new and existing buildings & structures, including dimensions to property lines and to each other
 - Locations of all streets, property lines, wells, septic systems, power lines, easements, etc.
 - All proposed new and existing off-street parking drive and loading areas (location, number, size, access, etc.)
 - The total accumulated horizontal impervious surface area after development (surfaces impervious to the penetration of storm water)
 - The total accumulated greenspace on the property (non-impervious), including the percentage of lot area (post development)

- Landscaping** (required for all projects where landscaping will be installed or altered or where required by the Plan Commission)
- Number, size, species and location of all existing and proposed trees
 - Number, size, species and location of all existing and proposed shrubs and ground plantings
 - Description and location of any existing or proposed buffering (fences, berms, hedges, plantings, etc.)

- Exterior Lighting Features** (required where exterior lighting fixtures will be installed or altered)
- Number, fixture type, location and wattage of all existing and proposed building lighting
 - Number, fixture type, location, wattage and height of all existing and proposed parking lot and exterior grounds lighting
 - Number, fixture type, location, wattage and height of all existing and proposed other exterior lighting
 - Photometric plan prepared by a professional lighting designer (when required by the Plan Commission)

- Signage Details** (required for all projects where signage exists or where new signage will be installed)
- Building elevations showing the location, number, size and message of all existing and proposed building signs and building lettering
 - A site plan showing the location of all existing and proposed free-standing signs, including the distance of such signs to property lines
 - Elevations of all existing and proposed free-standing signs showing the height, width, depth, material composition, colors, illumination, sign area and message of all such signs

SIGNATURE	JS	ENTER YOUR INITIALS IN THIS BOX TO VERIFY THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS DETAILED BELOW (REQUIRED FOR APPLICATION TO BE PROCESSED)	APPLICATION DATE
			6/19/12

BY INITIATING THE BOX ABOVE, THE APPLICANT DOES HEREBY CERTIFY THAT: (1) ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT. (2) THE APPLICANT UNDERSTANDS THAT APPROVAL OF THIS REQUEST CREATES NO LEGAL LIABILITY, EXPRESSED OR IMPLIED, ON THE VILLAGE OF HOWARD OR ON ANY OF ITS EMPLOYEES. (3) THE APPLICANT WILL BE BOUND BY AND SUBMIT TO ALL STATUTES OF THE STATE OF WISCONSIN, CONFORM TO ALL APPLICABLE CODES AND ORDINANCES OF THE VILLAGE OF HOWARD, AND ABIDE BY ALL RULES AND REGULATIONS PRESCRIBED BY THE DEPARTMENT OF CODE ADMINISTRATION.

ATTACHMENT III

DEPARTMENT OF CODE ADMINISTRATION
 2456 Glendale Avenue, Green Bay, WI 54313
 (Office) 920-434-4640 (FAX) 920-434-4643
 (Email) jkorotev@villageofhoward.com



PERMIT APPLICATION

PLEASE COMPLETE ALL APPLICABLE SECTIONS

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED

LOCATION	JOB SITE ADDRESS (Street Number and Name) 1950 Bond Street	LOT #	SUBDIVISION
PROPERTY OWNER	PROPERTY OWNER'S FULL NAME Beja Shrine	DAYTIME PHONE #	
	PROPERTY OWNER'S MAILING ADDRESS (Include Zip Code) 1950 Bond Street Green Bay 54303		
PERMIT APPLICANT	PERMIT APPLICANT'S COMPANY NAME Creative Sign	PERMIT APPLICANT'S FULL NAME (First, Middle Initial, Last) Jim Slezak	DAYTIME PHONE # 621-4400
	PERMIT APPLICANT'S MAILING ADDRESS (Include Zip Code) 505 Lawrence Dr. De Pere 54115	FAX #	ALTERNATE OR CELL PHONE # 336-8900
BUILDING CONTRACTOR	BUILDING CONTRACTOR'S COMPANY NAME	BUILDING CONTRACTOR'S FULL NAME (First, Middle Initial, Last)	DAYTIME PHONE #
	BUILDING CONTRACTOR'S MAILING ADDRESS (Include Zip Code)	WI DWELLING CONTRACTOR QUALIFIER #	WI DWELLING CONTRACTOR #
ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR'S COMPANY NAME	ELECTRICAL CONTRACTOR'S FULL NAME (First, Middle Initial, Last)	WI ELECTRICAL CREDENTIAL #
	ELECTRICAL CONTRACTOR'S MAILING ADDRESS (Include Zip Code)		DAYTIME PHONE #
PLUMBING CONTRACTOR	PLUMBING CONTRACTOR'S COMPANY NAME	PLUMBING CONTRACTOR'S FULL NAME (First, Middle Initial, Last)	WI PLUMBING CREDENTIAL #
	PLUMBING CONTRACTOR'S MAILING ADDRESS (Include Zip Code)		DAYTIME PHONE #
HVAC CONTRACTOR	HVAC CONTRACTOR'S COMPANY NAME	HVAC CONTRACTOR'S FULL NAME (First, Middle Initial, Last)	WI HVAC CREDENTIAL #
	HVAC CONTRACTOR'S MAILING ADDRESS (Include Zip Code)		DAYTIME PHONE #
SEWER CONTRACTOR	SEWER CONTRACTOR'S COMPANY NAME	SEWER CONTRACTOR'S FULL NAME (First, Middle Initial, Last)	WI PLUMBING CREDENTIAL #
	SEWER CONTRACTOR'S MAILING ADDRESS (Include Zip Code)		DAYTIME PHONE #
PROJECT (CHECK ONE)	<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION/REMODELING <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVING <input type="checkbox"/> DEMOLITION <input type="checkbox"/> OTHER <u>Sign</u>		
BLDG TYPE (CHECK ONE)	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> MULTIFAMILY <input type="checkbox"/> COMMERCIAL/INDUSTRIAL <input type="checkbox"/> GARAGE/STORAGE <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> OTHER		
WORK TYPE (CHECK ALL PROPOSED WORK)	<input type="checkbox"/> BUILDING CONSTRUCTION <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> HEATING/VENTILATING/AIR CONDITIONING <input type="checkbox"/> OTHER <u>Install</u>		
EST COST (LABOR AND MATERIALS)	BUILDING CONSTRUCTION (\$)	ELECTRICAL (\$)	PLUMBING (\$)
JOB DESCRIPTION (DESCRIBE ALL PROPOSED WORK)	Remove existing top Cabinet sign. Fabricate and install new, lit, message center, 19mm color below sign and re-install existing top. message center: 96" long x 26" tall		
	TOTAL ESTIMATED COST (\$)		
GO GREEN! (DESCRIBE ANY ENERGY OR RESOURCE-SAVING "GREEN" TECHNOLOGY, MATERIALS OR CONSTRUCTION TECHNIQUES PROPOSED FOR THIS PROJECT)	NOTE: The Village of Howard is a partner with Focus on Energy and forwards all permit information to the organization to review for potential cost savings projects and programs.		
BUILDING FEATURES (COMPLETE THIS SECTION FOR NEW BUILDINGS AND ADDITIONS ONLY)	CONSTRUCTION TYPE (Site Constructed or Manufactured)	BASEMENT? (Yes or No)	# OF STORES (Above Basement)
	ELECTRICAL SERVICE (SIZE (Amperes))	ELECTRICAL SERVICE LOCATION (Overhead or Underground)	FOUNDATION TYPE (Poured Concrete, Masonry Block, Treated Wood, Etc.)
	HVAC EQUIPMENT (Forced Air, Radiant, Heat Pump, Boiler, Etc.)	HVAC FUEL (Natural Gas, LP Gas, Fuel Oil, Electricity, Solid Fuel, Solar, Etc.)	BUILDING USE (Permanent or Seasonal)
	CENTRAL AIR CONDITIONING? (Yes or No)	SEWER TYPE (Municipal or Private)	WATER HEATING FUEL (Natural Gas, LP Gas, Fuel Oil, Electricity, Etc.)
SIGNATURE	ENTER YOUR INITIALS IN THIS BOX TO VERIFY THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS DETAILED BELOW (REQUIRED FOR APPLICATION TO BE PROCESSED)	APPLICATION DATE	CONSTRUCTION START DATE
			Aug 27, 12

BY INITIATING THE BOX ABOVE, THE PERMIT APPLICANT DOES HEREBY CERTIFY THAT: (1) ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT. (2) THE PERMIT APPLICANT UNDERSTANDS THAT THE ISSUANCE OF A PERMIT CREATES NO LEGAL LIABILITY, EXPRESSED OR IMPLIED, ON THE VILLAGE OF HOWARD OR ON ANY OF ITS EMPLOYEES. (3) IN THE PERFORMANCE OF ALL WORK COVERED, THE PERMIT APPLICANT WILL BE BOUND BY AND SUBMIT TO ALL STATUTES OF THE STATE OF WISCONSIN, CONFORM TO ALL APPLICABLE CODES AND ORDINANCES OF THE VILLAGE OF HOWARD, AND ABIDE BY ALL RULES AND REGULATIONS PRESCRIBED BY THE DEPARTMENT OF CODE ADMINISTRATION.

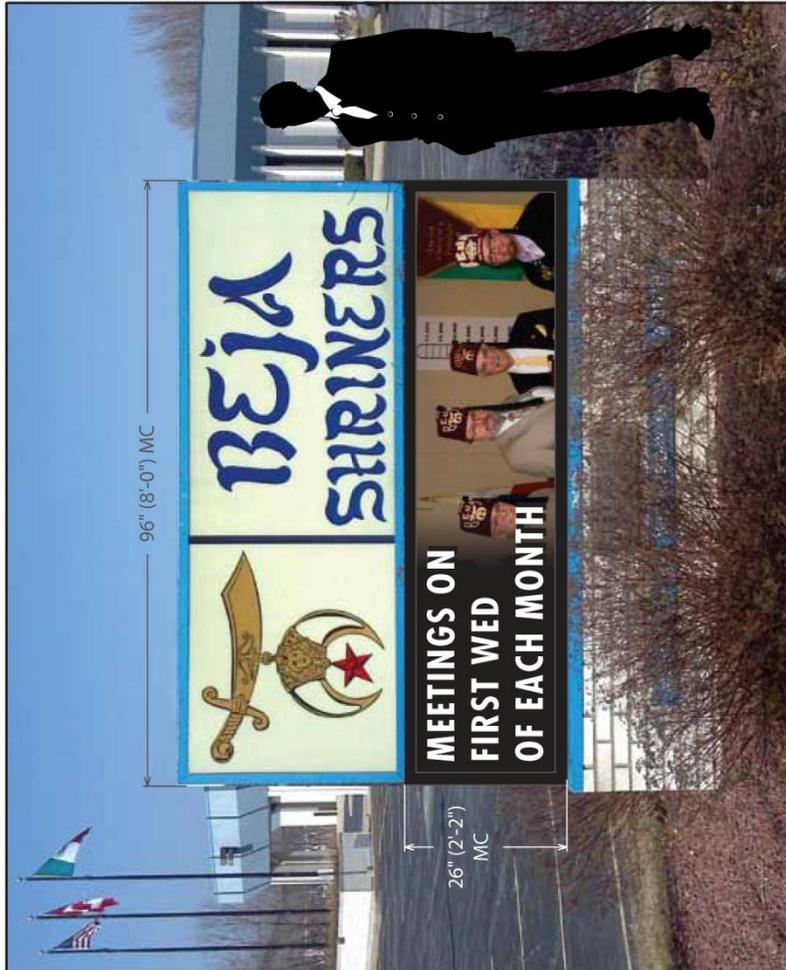
ATTACHMENT IV



A EXISTING VIEW
2 N.T.S.



A NIGHT VIEW
3 N.T.S.



A LOCATION VIEW
1 SCALE: 1" = 1/2"