



**Meeting Date:** August 20, 2012  
**Agenda Item:** #13

**Mission Statement**

Delivering quality services in a courteous, cost-effective and efficient manner

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**VILLAGE PLAN COMMISSION STAFF REPORT**

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**REPORT TO:** President Burt McIntyre and Village Plan Commission

**REPORT FROM:** Dave Wiese, Director of Community Development

**AGENDA ITEM:** Review and take action on a site plan for a building addition and new sign for Ace Manufacturing, 2325 Pamperin Road

**ACTION REQUESTED:** Approve the site plan for Ace Manufacturing, 2325 Pamperin Road

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**POLICY ISSUE**

Is the design of the proposed building consistent with the trend of development in the neighborhood and with the desires of the Village for development in this industrial area?

**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**

AMI (ACE Manufacturing Industries) began as a machine shop with 5 employees in a 4,000-square-foot building back in 1992. Today, they have more than 100 employees with 75,000 square feet of manufacturing space. They specialize in secondary processes to reduce the logistics and handling costs with outside vendors. Through the years they have developed many in-house abilities in addition to machining: painting, assembly, and testing. The applicant is proposing a 22,433-square-foot building addition, adding green space on the northeast corner and a new 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 I-4 Industrial Park Heavy Industry.

### **Setbacks**

The proposed building addition would meet the building setbacks.

### **Parking**

*Industrial uses* – One space for every 1,000 square feet of building floor area or for every two employees, whichever constitutes the greater number of spaces. Industries operating more than one shift shall provide additional spaces to accommodate personnel at times of shift change.

### **Floodplain, Shoreland Zoning and Stormwater Management**

A stormwater management plan is required and needs to be approved by the Village of Howard Engineering Department.

### **Land Division**

No land division is being proposed in this request.

### **Lighting**

No additional exterior lighting is being proposed with this request. If lighting is provided for the exterior service doors it shall be 90 degree cut off.

### **Fire Protection**

This property is currently served by the municipal water system and is located approximately 2.4 miles from the nearest fire station.

## **STAFF RECOMMENDED CONDITIONS**

Since no substantial change of use is being proposed and the request involves a building addition that will match the existing exterior, staff recommends only the following conditions:

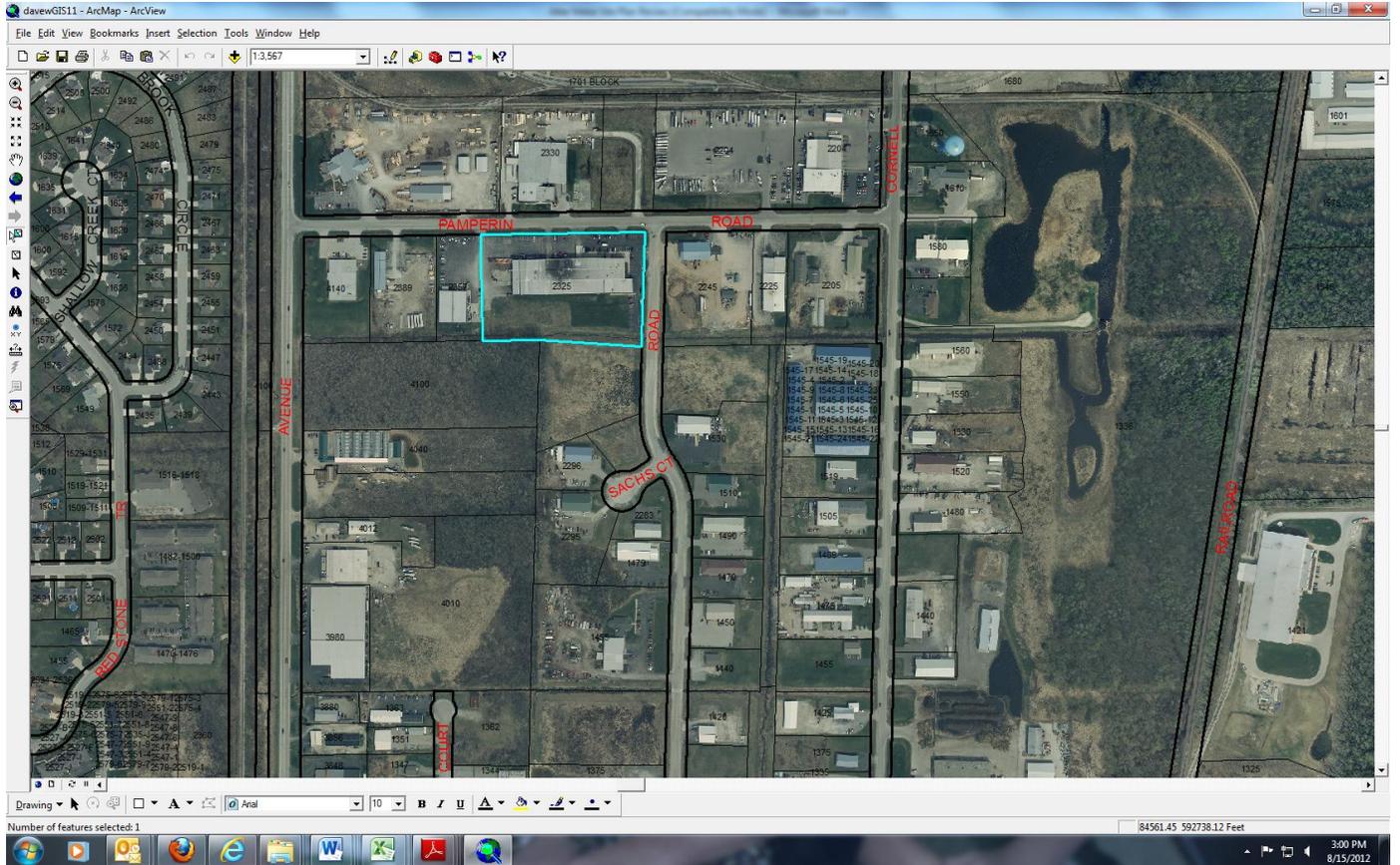
1. A stormwater management plan is required and needs to be approved by the Village of Howard Engineering Department.
2. If lighting is provided for the exterior service doors it shall be 90 degree cut off.
3. A parking plan indicating one space for every 1,000 square feet of building floor area or for every two employees, whichever constitutes the greater number of spaces shall be submitted to the Director of Code Administration. Industries operating more than one shift shall provide additional spaces to accommodate personnel at times of shift change.

## **ATTACHMENTS**

- I** Property Location Map
- II** Plan Application
- III** Sign Plan
- IV** Existing Photos

**COPY EMAILED TO:** [dobrien@baylandbuildings.com](mailto:dobrien@baylandbuildings.com)

# ATTACHMENT I



ATTACHMENT II

3rd Monday 20th Aug.

**DEPARTMENT OF CODE ADMINISTRATION**  
 2456 Glendale Avenue, Green Bay, WI 54313  
 (Office) 920-434-4640 (Fax) 920-434-4643  
 mailto:korotev@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

<b>LOCATION</b>	ADDRESS OF SUBJECT PROPERTY (Project Number and Name)	LOT #	SUBDIVISION	TAX PARCEL #
<b>PROPERTY OWNER</b>	PROPERTY OWNER'S FULL NAME		PROPERTY OWNER'S PHONE #	PROPERTY OWNER'S E-MAIL ADDRESS
<b>APPLICANT/ AGENT</b>	APPLICANT/AGENT FULL NAME AND BUSINESS NAME		APPLICANT/AGENT PHONE #	APPLICANT/AGENT E-MAIL ADDRESS
<b>USE</b>	APPLY DESCRIBE THE EXISTING AND PROPOSED USE OF THE PROPERTY			
<b>SUBMITTALS</b>	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)

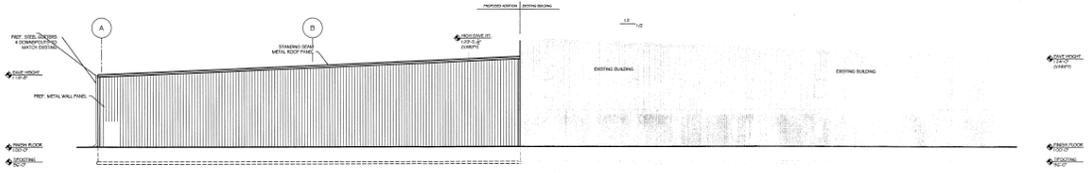
- Signage Details** (required for all projects where signage exists or where new signage will be installed)
- Building elevations showing the location, number, size and message of all existing and proposed building signs and building lettering
  - A site plan showing the location of all existing and 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** [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 7/27/12

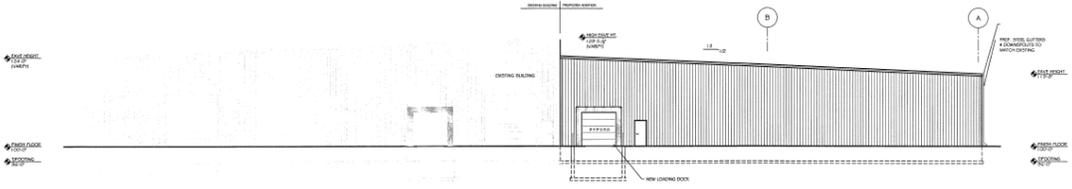
BY INITIATING THE BOX ABOVE, THE APPLICANT DOES HEREBY CERTIFY THAT: (1) ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT; (2) THE APPLICANT UNDERSTANDS THAT APPROVAL OF THIS REQUEST CREATES NO LEGAL LIABILITY, EXPRESSED OR IMPLIED, ON THE VILLAGE OF HOWARD OR ON ANY OF ITS EMPLOYEES; (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.



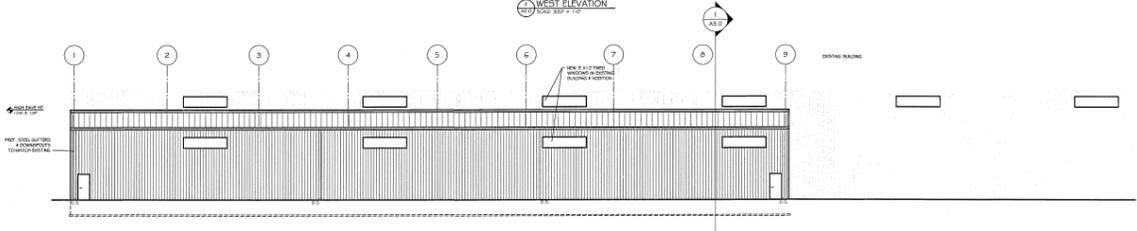




EAST ELEVATION  
 1/4" = 1'-0"

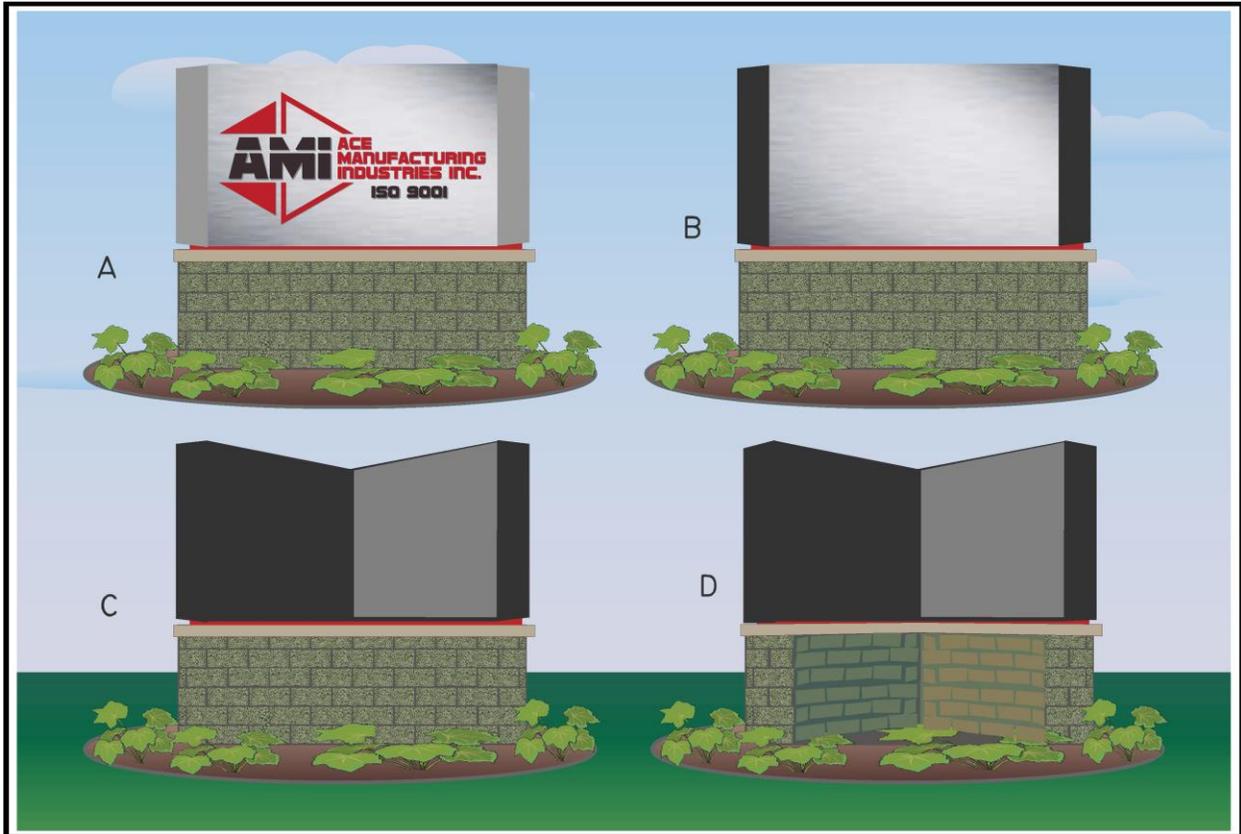


WEST ELEVATION  
 1/4" = 1'-0"



SOUTH ELEVATION  
 1/4" = 1'-0"

ATTACHMENT III



2070 HOLMGREN WAY GREEN BAY, WI 54304  
(920) 494-7161 FAX(920) 494-8720

**LAYOUT**

APPROVED     CHANGES

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ALL COPY RIGHTS RESERVED  
NO DUPLICATION ALLOWED  
WITHOUT PERMISSION

**SALESPERSON**

JOHN C. GAGE



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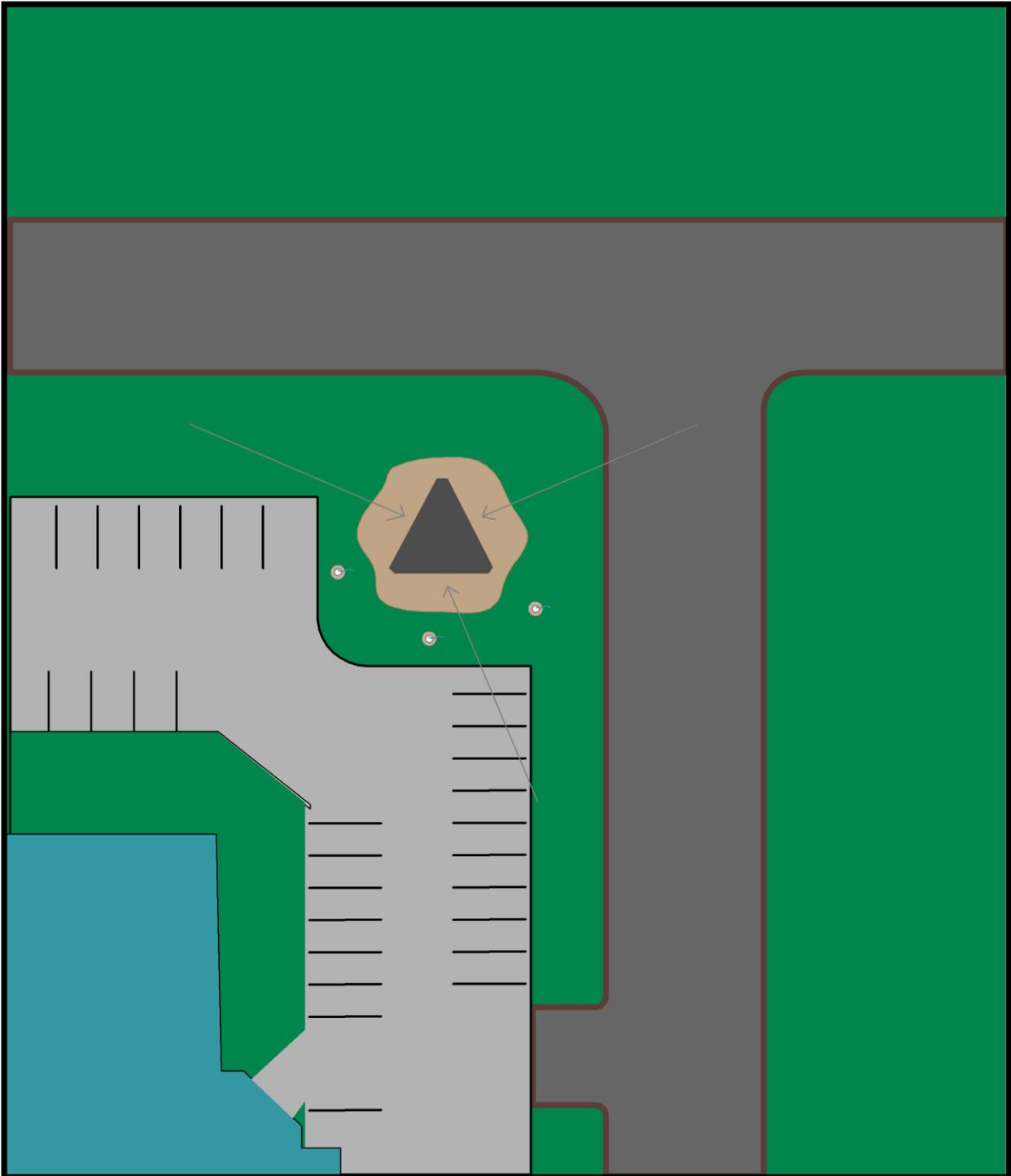
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**SALESPERSON**

\_\_\_\_\_  
 JOHN C. GAGE



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**LAYOUT**

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**SALESPERSON**

\_\_\_\_\_  
 JOHN C. GAGE

**ATTACHMENT IV**





