



**Meeting Date:** 9/17/12  
**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, Executive Director of Community Development

**AGENDA ITEM:** **Review and take action on site plan to construct a 28' x 36' accessory building on parcel VH-262-13, located at 2913 Glendale Avenue**

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### **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**

The applicant recently rezoned the entire property from R-1 Residential Single Family to B-1 Business. The applicant also combined the two existing lots into one parcel. The applicant is requesting the accessory structure in order to house equipment that is necessary for the maintenance of the property. The proposed structure would be 28' x 36' in size. The building would be constructed of all brick and would match the existing office on site.

### **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-1 Business.

### **Setbacks**

The proposed building would meet the building setbacks.

### **Parking**

The applicant would not be affecting parking.

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

The property is not in a Floodplain or Shoreland area. The applicant is disturbing less than 20,000 square feet of impervious surface .

### **Land Division**

A recent combination CSM was completed in order to combine the previous two lots into one parcel.

### **Lighting**

No additional exterior lighting has been shown 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 1.75 miles from the nearest fire station.

## **STAFF RECOMMENDED CONDITIONS**

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

1. If lighting is provided for the exterior service doors it shall be 90 degree cut off or an ornamental fixture consistent with residential development.

## **ATTACHMENTS**

- I Property Location Map
- II Plan Application

# VH-262-13

## Parcel Map



Map provided by the Brown County Planning & Land Services Department - Land Information Office (LIO)

A map key (legend) and other information about this map is available at: [maps.gis.co.brown.wi.us](http://maps.gis.co.brown.wi.us)

This map is intended for advisory purposes only. It is based on sources believed to be reliable, but Brown County distributes this information on an "As Is" basis. No warranties are implied. Boundaries shown on this map are general representations only and should not be used for legal documentation, boundary survey determinations, or other property boundary issues.

09/13/2012  
Scale 1:500

**DEPARTMENT OF CODE ADMINISTRATION**  
 2456 Glendale Avenue, Green Bay, WI 54313  
 (Office) 920-434-4640 (FAX) 920-434-4643  
 mailto:jkorolev@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 (Street Number and Name)	LOT #	SUBDIVISION	TAX PARCEL #
	(2913:2907) Glendale AVE	T	Dutchland Heights	JH 262-12
<b>PROPERTY OWNER</b>	PROPERTY OWNER'S FULL NAME		DAYTIME PHONE #	ALTERNATE PHONE #
	MARCUS + SARAH VANDERLEEST		920-366-4531	920-434-3950
<b>APPLICANT/ AGENT</b>	PROPERTY OWNER'S MAILING ADDRESS (include Zip Code)		PROPERTY OWNER'S E-MAIL ADDRESS	
	2913 Glendale AVE GREEN BAY WI 54313		marc@vanderleestdental.com	
<b>APPLICANT/ AGENT</b>	APPLICANT/AGENT FULL NAME AND BUSINESS NAME		APPLICANT/AGENT PHONE #	ALTERNATE PHONE #
	MARCUS VANDERLEEST (Family Dentistry)		920-366-4531	920-434-3950
<b>USE</b>	APPLICANT/AGENT MAILING ADDRESS (include Zip Code)		APPLICANT/AGENT E-MAIL ADDRESS	
	2913 Glendale AVE GREEN BAY 54313			
<b>USE</b>	BRIEFLY DESCRIBE THE EXISTING AND PROPOSED USE OF THE PROPERTY			
<b>USE</b>	Dental office with vacant lot next to Primary Business ADDRESS			
<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)

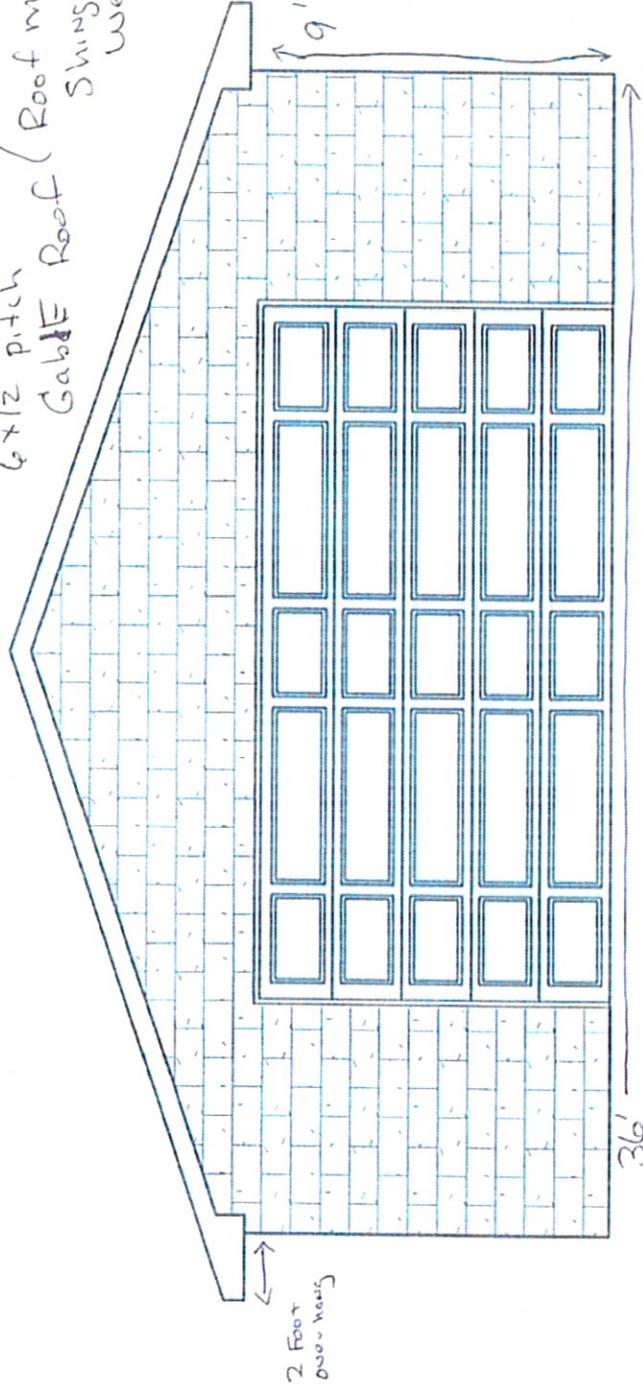
- Building elevations showing the location, number, size and message of all existing and proposed building signs and building lettering
- A site plan showing the location of all existing and proposed free-standing signs, including the distance of such signs to property lines
- Elevations of all existing and proposed free-standing signs showing the height, width, depth, material composition, colors, illumination, sign area and message of all such signs

<b>SIGNATURE</b>	<i>Mov</i>	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
			9/5/12

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.

Size = 36' wide } Sq Foot = 1008  
 28' Deep }

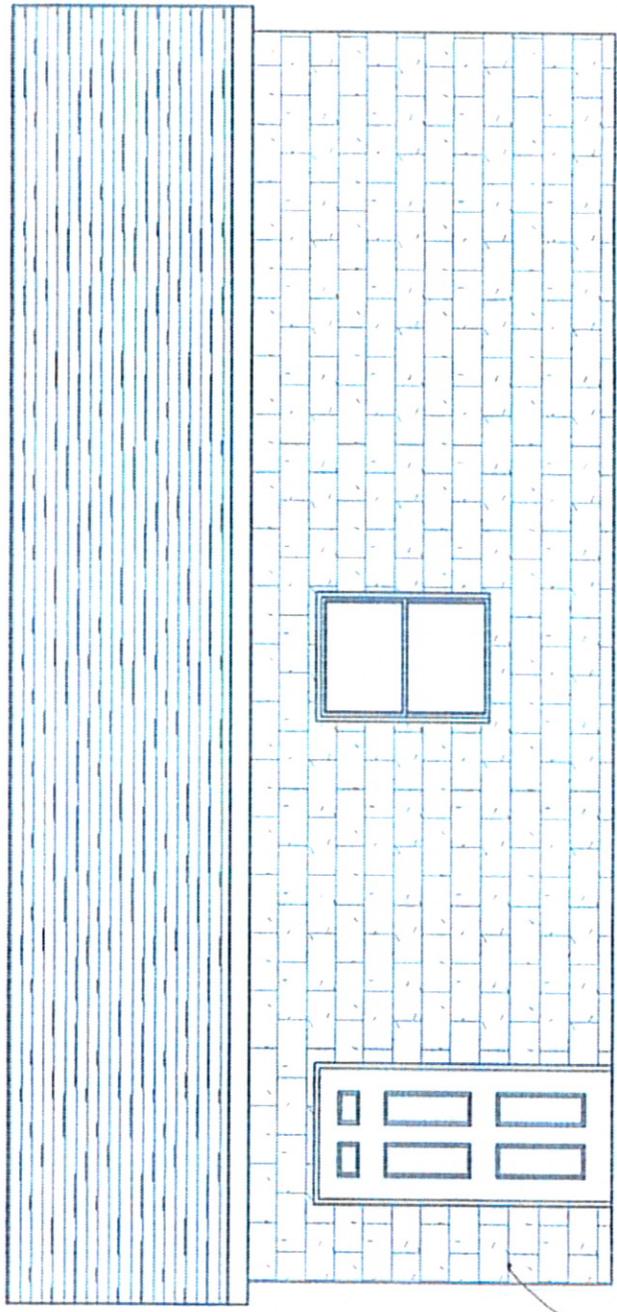
6x12 pitch  
 Gable Roof (Roof material)  
 Shingle Roof  
 Weatherwood 3D shingle



FRONT ELEVATION

\* This picture shows 1 over head door  
 The actual garage would have two (2) over head doors  
 (1) 16 foot door  
 (1) 10 foot door

6x12  
Roof  
Pitch



RIGHT ELEVATION 28 feet Deep

36" Service Door

→ Brick all (4) side  
(Hanson Brick same Fe color to match exist Building on site)

3, 5-CSM-279

Parcel 15, 1-CSM-449

# Williquette Terrace

S89°17'46"W 70.01'

35'  
35'

35'  
35'

951.45'

N00°24'21"E 160.06' (Rec. N01°14'E)

N00°24'21"E  
1120.44'

Tax Parcel #VH-262-13

J-1109, I-33

99.83'



25.1'

29.8'

Parcel 2  
5-CSM-279

S89°18'34"W 199.76' (Rec. S89°52'E, 200.00')

Parcel 14  
1-CSM-449

parking lot

84.5'

N89°18'27"E 199.81'

J-1109, I-34

99.98'

Tax Parcel #VH-262-12

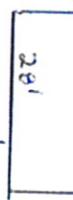
Lot 1  
31,973 sq.ft.  
0.73 acres

S00°24'09"W  
183.91'

Southeast Corner

Parcel 1  
5-CSM-279

Parcel 13  
1-CSM-449



*Proposed Garage*

S00°25'47"W  
183.29'

Legend

Unplatted Lands S00°25'31"W 160.07' (Rec. S01°14'W)

PRELIMINARY

# Certified Survey Map

A combination and depiction of the land boundaries recorded in Document No. 2458588, Brown County Records, being part of Parcels 13 & 14, Volume 1, Certified Survey Maps, page 449, Map No. 254, Document No. 603180, Brown County Records, being in part of the Southwest 1/4 of the Southeast 1/4, Section 8, T24N-R20E, in the Village of Howard, Brown County, Wisconsin

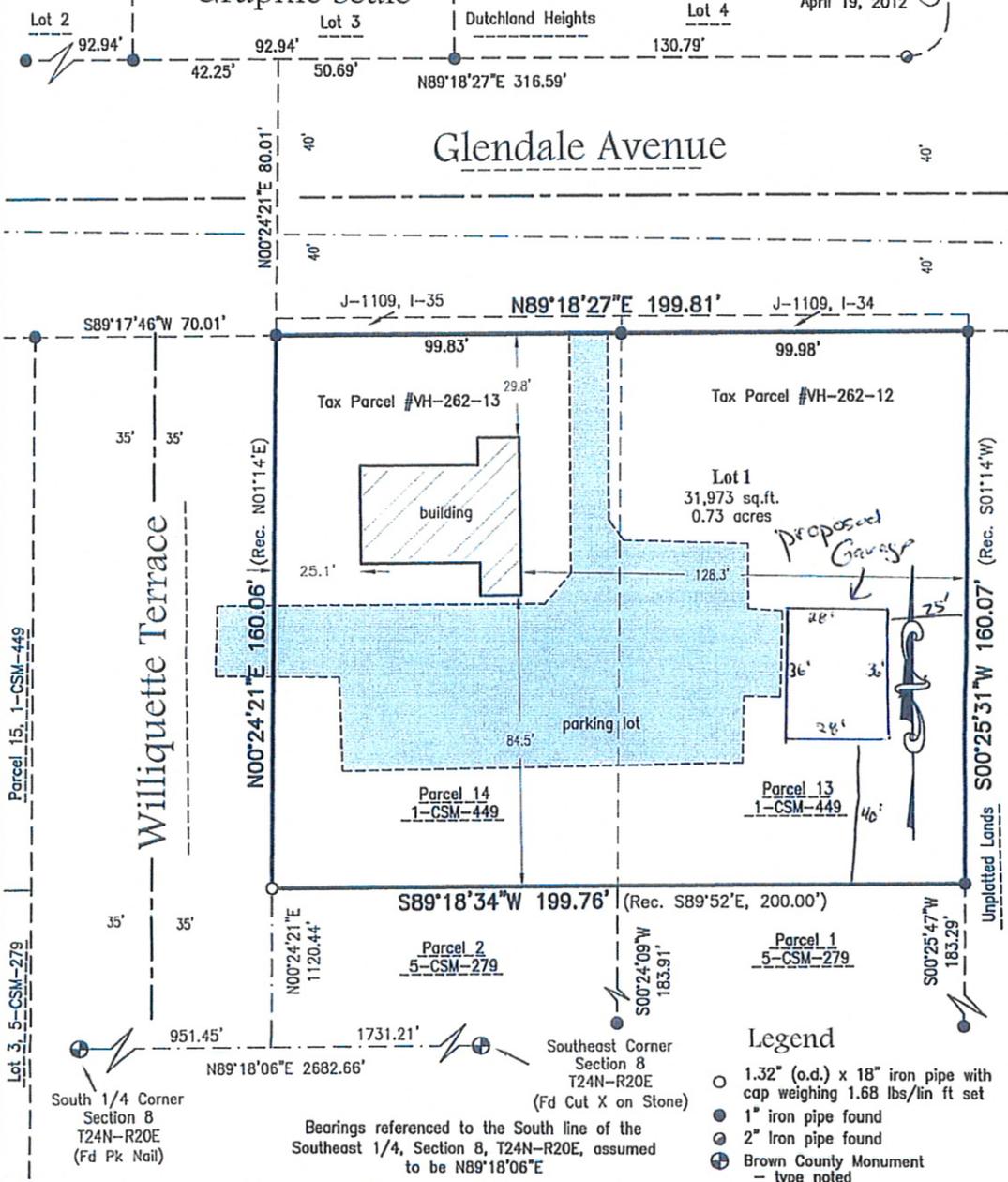


April 19, 2012

40 20 0 40



Graphic Scale



- Legend**
- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
  - 1" iron pipe found
  - 2" iron pipe found
  - ⊕ Brown County Monument - type noted

Client: Marc Vanderleest  
 Drafted By: JMP  
 File: V-3112ComboCSM 041812.dwg

Scale: 1" = 40'  
 Tax Parcel Number  
 VH-262-12, VH-262-13

**Mau & Associates**  
 LAND SURVEYING & PLANNING  
 CIVIL & WATER RESOURCE ENGINEERING  
 Phone: 920-434-9870 Fax: 920-434-9872

Sheet One of Three  
 Project No.: V-3112  
 Drawing No.: L-8120