



**Meeting Date:** 9/19/11  
**Agenda Item:** 13

**Mission Statement**

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

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**PLAN COMMISSION STAFF REPORT**

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

**REPORT FROM:** James Korotev, Director of Code Administration

**AGENDA ITEM:** Review and take action on a site plan for Delta East for a 30' x 30' warehouse at 1235 South Kimps Court.  
**THE PLAN COMMISSION HAS FINAL REVIEW AUTHORITY FOR THIS MATTER**

**OWNER/APPLICANT:** Robert Saunders/Delta-East Light Industrial Park

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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.

**BACKGROUND INFORMATION**

The applicant is requesting approval to construct a 30'x30' cold storage building at 1235 South Kimps Court, VH-1518. In all business and industrial zoning districts the Zoning Ordinance requires that 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 reviewed and approved by the Plan Commission..

**EXECUTIVE ANALYSIS**

1. **Zoning:** The property is properly zoned for the existing and proposed use.
2. **Setbacks:** The proposed building complies with minimum setback regulations.
3. **Parking:** N/A
4. **Floodplain, Shoreland Zoning & Stormwater Management:** N/A
5. **Land Division:** N/A.
6. **Lighting:** Compliance with the lighting regulations required.
7. **Lot and Width Area:** The existing lot complies with the minimum lot width and area regulations for the I-1 zone.

- 8. **Driveway Locations:** N/A.
- 9. **Signage:** N/A
- 10. **Garbage:** N/A
- 11. **Landscape:** N/A

**CODE REQUIRED CONDITIONS**

- (1) A building permit is required for the proposed building.

**STAFF RECOMMENDED CONDITIONS**

- (1) The Brookfield Industrial Park Land Use Controls require landscaping at a rate of eight trees per acre and 14 shrubs per acre. It is recommended that an inventory be taken of trees and shrubs on the property and any deficiency be corrected before a certificate of occupancy is issued for the building.
- (2) All building colors match the existing buildings.
- (3) The front elevation should have a 4-foot high brick wainscot to match the existing building architecture.

**ATTACHMENTS**

- I** Location Map
- II** Completed Plan Review Application
- III** Site Plan
- IV** Building Plan Details

**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

<b>LOCATION</b>	ADDRESS OF SUBJECT PROPERTY (Street Number and Name) <i>1235 S. KIMPS CT.</i>	LOT # <i>4</i>	SUBDIVISION <i>BROOKFIELD INDUSTRIAL PK</i>	TAX PARCEL # <i>VH-1518</i>
<b>PROPERTY OWNER</b>	PROPERTY OWNER'S FULL NAME <i>ROBERT W. SAUNDERS / DELTA-EAST LLC</i>	DAYTIME PHONE # <i>920-434-1228</i>	ALTERNATE PHONE # —	
	PROPERTY OWNER'S MAILING ADDRESS (include Zip Code) <i>P.O. BOX 10857 GREEN BAY, WI 54307-0857</i>	PROPERTY OWNER'S E-MAIL ADDRESS —		
<b>APPLICANT/ AGENT</b>	APPLICANT/AGENT FULL NAME AND BUSINESS NAME <i>ROBERT W. SAUNDERS / DELTA-EAST LIGHT IND. PK LLC</i>	APPLICANT/AGENT PHONE # <i>920-434-1228</i>	ALTERNATE PHONE # —	
	APPLICANT/AGENT MAILING ADDRESS (include Zip Code) <i>P.O. BOX 10857, GREEN BAY, WI 54307-0857</i>	APPLICANT/AGENT E-MAIL ADDRESS —		
<b>USE</b>	BRIEFLY DESCRIBE THE EXISTING AND PROPOSED USE OF THE PROPERTY <i>LEASE 2400 SQ. FT. UNITS TO SMALL BUSINESSES</i>			
<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>BS</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 <i>8/16/11</i>
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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 BOUNDED 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

#2



DELTA/EAST LLC  
LIGHT INDUSTRIAL PARK  
P.O. BOX 10857  
GREEN BAY, WI 54307-0857

EXTERIOR BUILDING DESIGN

- EXTER ELEVATION WILL BE 10FT HIGH SIDE-WALL WITH A 6/12 ROOF PITCH  
EXTER SIDE WALL & ROOFING WILL BE METAL MATCHING THE 2 BUILDINGS  
ON THE PROPERTY.

SITE FEATURES

- THE 30' X 30' COLD STORAGE WILL BE BUILT 10 FT OUT FROM BUILDING #2, BACK ROW
- IT WILL BE LINED UP WITH BACK OF BUILDING #2 TO FALL IN LINE WITH REQUIRED SET BACK FOR BUILDING. THE BUILDING WILL BE FOR COLD STORAGE. THERE WILL BE NO PLUMBING, SEWER CONNECTION ELECTRICAL OR HVAC CONTRACTOR REQUIRED.
- SEE PAGE 3 FOR STREET LOCATION & COLD STORAGE BLDG. IT WILL BE BUILT 10 FT AWAY FROM BUILDING.
- GREEN SPACE WILL STAY THE SAME AND NO ADDITIONAL BLACK TOP WILL BE REQUIRED.
- STEEL ROOF & SIDE WALLS WILL MATCH THE OTHER 2 BLDG.





