



**Meeting Date:** 7/15/11  
**Agenda Item:** #13

**Mission Statement**

Provide quality services in a modern, courteous and cost-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 the site plan for an addition to MASA, located at 2006 Wery Lane.  
**THE PLAN COMMISSION HAS FINAL REVIEW AUTHORITY FOR THIS MATTER**

**OWNER/APPLICANT:** David O'Brien/Bayland Buildings

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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 INFORMATION**

The applicant is requesting approval for a building addition at 2006 Wery Lane, VH-1522. Plan Commission review is required per Section 50-500(4) of the Zoning Ordinance which requires the following:

*No building or any improvement shall be erected, placed, or altered on any building site in the Business (B-1) zoning district 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 to the Business (B-1) zoning district. Failure on the part of the village plan commission to act within 60 days of submission shall constitute approval of such plans.*

**EXECUTIVE ANALYSIS**

1. **Zoning:** The property is properly zoned for the existing use.
2. **Setbacks:** The proposed addition complies with minimum setback regulations in the I-1 zone.
3. **Parking:** Existing parking on the property is adequate for both the existing building and proposed addition.
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 addition.
- (2) All new exterior lighting will need to comply with the regulations of the Zoning Ordinance.

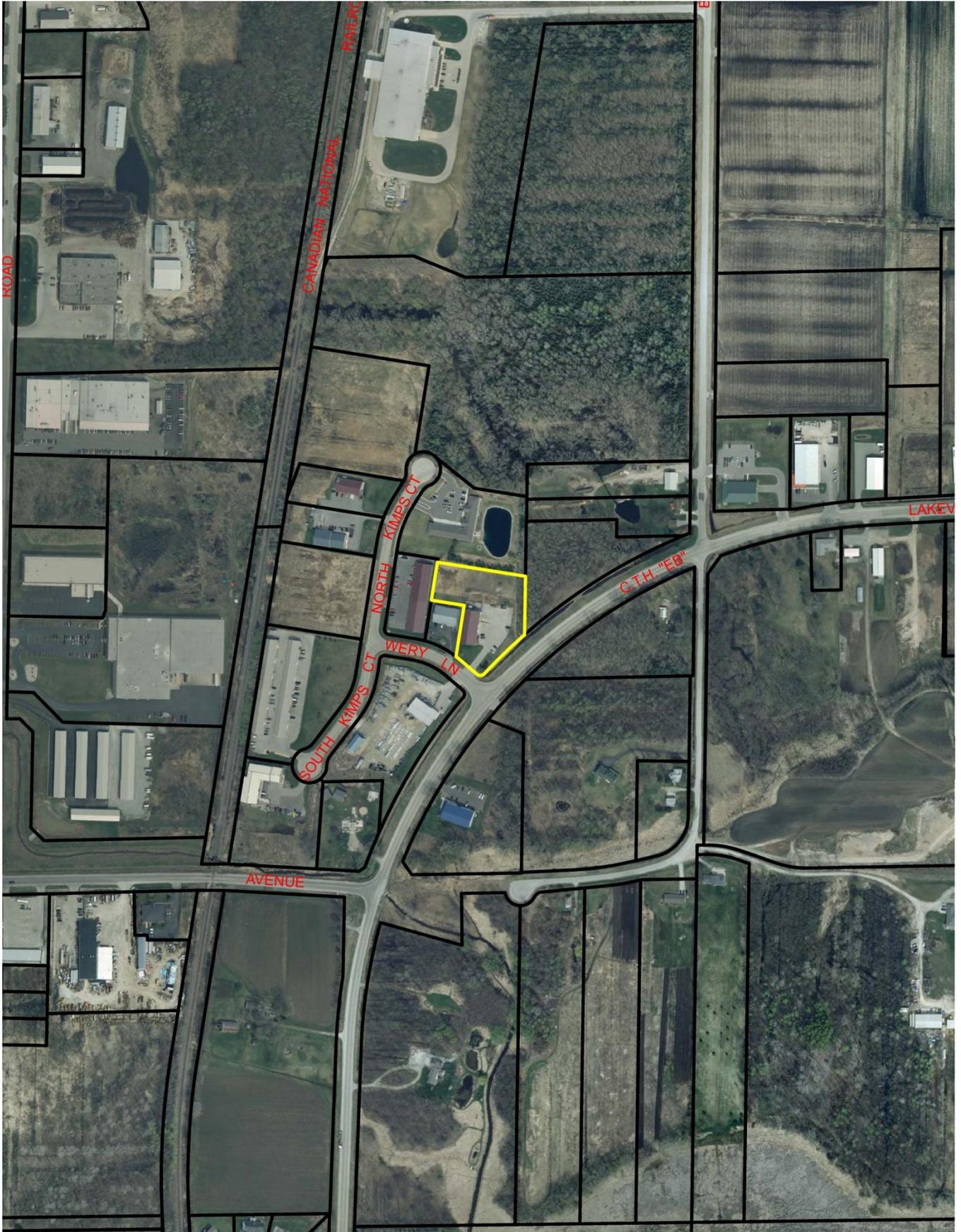
**STAFF RECOMMENDED CONDITIONS**

None

**ATTACHMENTS**

- |               |                                   |
|---------------|-----------------------------------|
| <b>I</b>      | Location Map                      |
| <b>II</b>     | Completed Plan Review Application |
| <b>III-IV</b> | Building Plans                    |

**ATTACHMENT I**



**ATTACHMENT II**

**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 (Street Number and Name) 2006 Wery Lane	LOT #	SUBDIVISION	TAX PARCEL #
<b>PROPERTY OWNER</b>	PROPERTY OWNERS FULL NAME Andreas Ziegler	DAYTIME PHONE # 497-0390		ALTERNATE PHONE #
	PROPERTY OWNERS MAILING ADDRESS (include Zip Code) 2231 Holmgren Way Green Bay	PROPERTY OWNERS E-MAIL ADDRESS		
<b>APPLICANT/ AGENT</b>	APPLICANT/AGENT FULL NAME AND BUSINESS NAME David OBrien Bayland Buildings, Inc.	APPLICANT/AGENT PHONE # 498-9300		ALTERNATE PHONE # 371-6200
	APPLICANT/AGENT MAILING ADDRESS (include Zip Code) PO Box 13571 Green Bay	APPLICANT/AGENT E-MAIL ADDRESS dobrien@baylandbuildings.com		
<b>USE</b>	BRIEFLY DESCRIBE THE EXISTING AND PROPOSED USE OF THE PROPERTY Parts Dist.			
<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>	<input type="text"/> 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
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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 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



**BAYLAND BUILDINGS**  
 P.O. BOX 19371 GREEN BAY WI 53019  
 (920) 442-1100  
 www.baylandbuildings.com

DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING ADDITION FOR:  
**MASA INC.**  
 WISCONSIN, COUNTY OF:

REVISIONS:


SCALE VERIFICATION

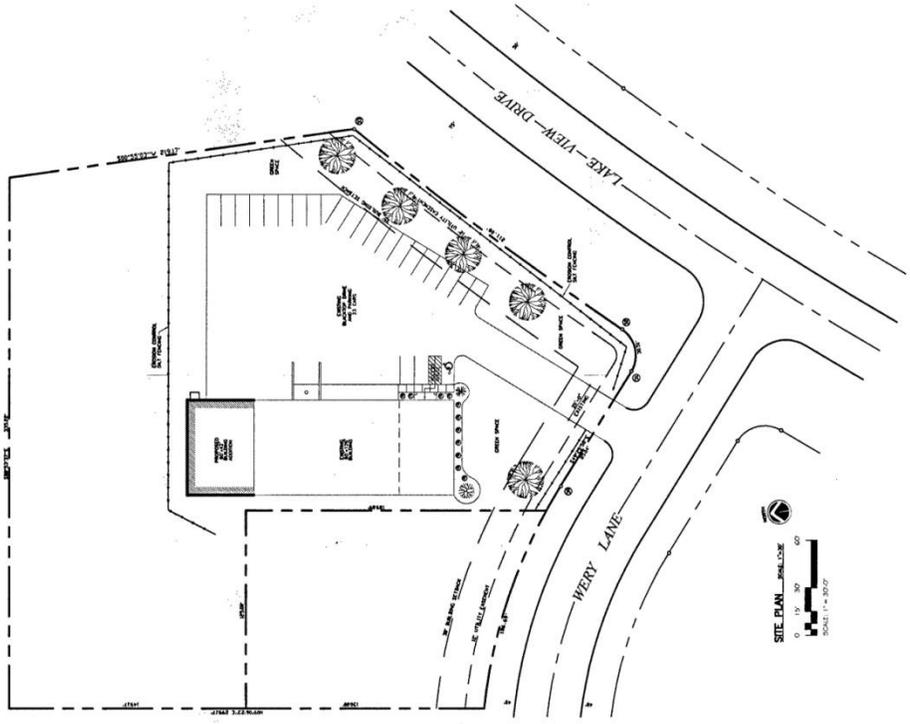
DATE: 5-23-11

SALES  
 REF: JIM ROGERS  
 DRAWN: (629) 246-1940  
 BY: DPO

JOB NUMBER: 11-6304

DATE: 5-23-11

SHEET  
**C1.0**



**APPROVED**

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SEAL: \_\_\_\_\_

