



**Meeting Date:** 2/21/11  
**Agenda Item:** #14

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

**VILLAGE PLAN COMMISSION STAFF REPORT**

**REPORT TO:** President Burt McIntyre & Village Plan Commission **REVIEWED BY:**

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

**AGENDA ITEM:** A site plan review for a new sign for Fox Communities Credit Union on Lineville Road.  
**THE PLAN COMMISSION HAS FINAL REVIEW AUTHORITY ON THIS MATTER**

**ACTION REQUESTED:** Approve the site plan for Fox Communities Credit Union at 2639 Lineville Road.

**POLICY ISSUE**

Is the site plan consistent with the trend of development in the neighborhood and with the desires of the Village for development along the Lineville Road corridor?

**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 voiced by 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

**BASIC INFORMATION**

Project Name	Fox Communities CU Site Plan Review
Applicant	Kelli Lax
Phone	920-676-7757
Consultant/Engineer	Creative Sign Company
Parcel Size	31,975 sq. ft.
Existing Zoning	Business (B-1)
Current Zoning	Business (B-1)
Land Map Designation	Residential Neighborhood

**ADJACENT LAND/ZONING MATRIX**

LAND USE		ZONING
North	Lineville Intermediate School	R-5
South	Conservancy and Residential Development	R-1
East	Business	B-1
West	Vacant Land	R-1

**BACKGROUND INFORMATION**

The applicant is requesting approval to construct a monument sign with a two-line message center for Fox Communities Credit Union at 2639 Lineville Road. 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 proposed sign.
2. **Setbacks:** The sign is required to be set back a minimum of 15 feet from the front property line.
3. **Parking:** N/A
4. **Floodplain, Shoreland Zoning & Stormwater Management:** N/A
5. **Land Division:** No land division is being proposed in this request.
6. **Lighting:** No new lighting is being proposed other than that of the sign itself.
7. **Lot and Width Area:** The existing lot complies with the minimum lot width and area regulations for the B-1 zone.
8. **Driveway Locations:** No new driveways are being proposed with this request.
9. **Signage:** Only monument signs are permitted in the B-1 Zone. The proposed sign complies with the definition of a monument sign. The message center will need to comply with the electronic sign regulations of the Zoning Ordinance.
10. **Garbage:** N/A
11. **Landscape:** No new landscaping is being proposed.

**CODE REQUIRED CONDITIONS**

- (1) A sign permit is required for the monument sign.
- (2) The message center will need to comply with the electronic sign regulations of the Zoning Ordinance.
- (3) The sign will need to be set back a minimum of 15 feet from the road right-of-way.

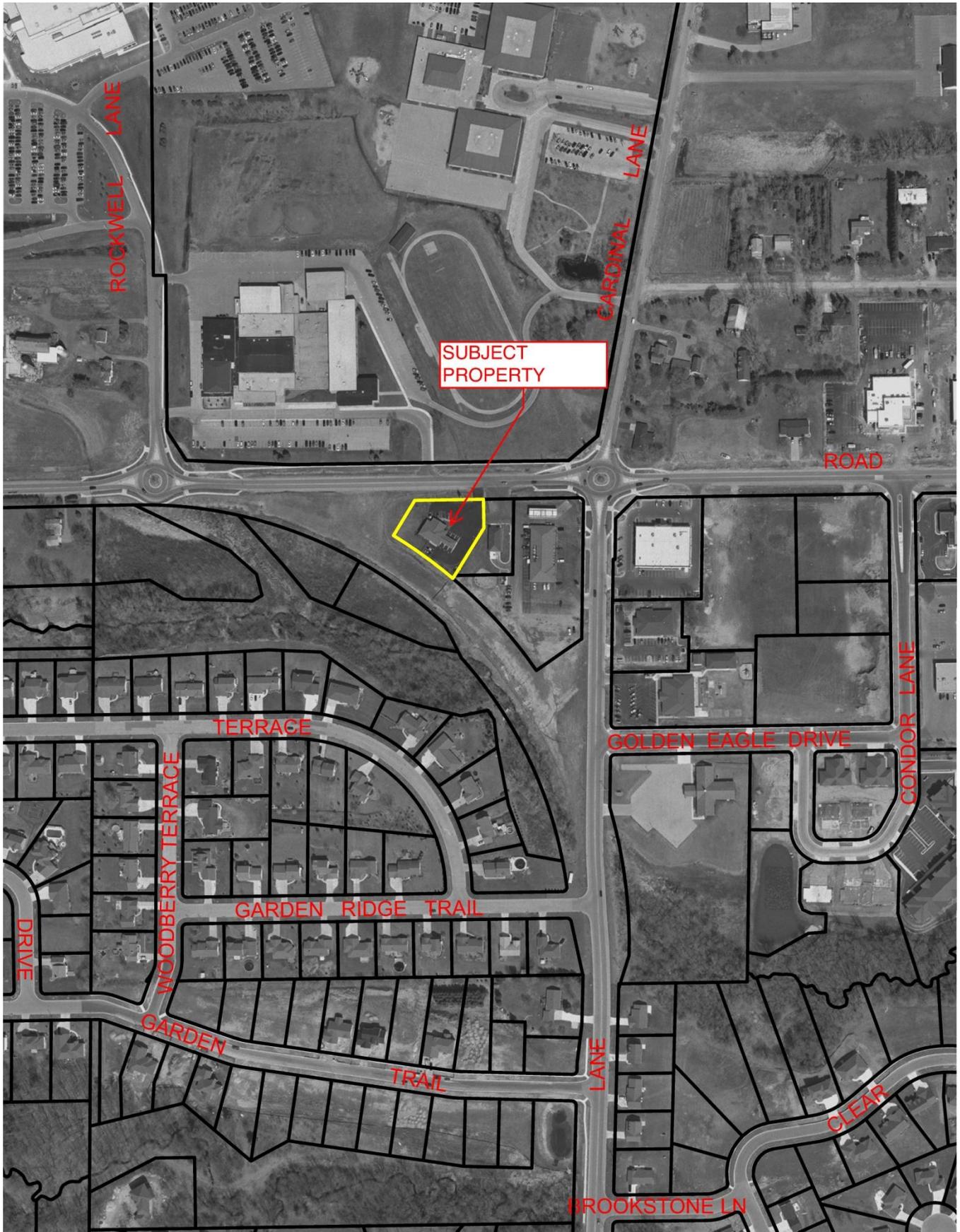
**STAFF RECOMMENDED CONDITIONS**

None

**ATTACHMENTS**

- |              |                              |
|--------------|------------------------------|
| <b>I</b>     | Location Map                 |
| <b>II-IV</b> | Site Plan Review Application |
| <b>V</b>     | Site Plan                    |
| <b>VI</b>    | Monument Sign Plan           |

**ATTACHMENT I**



**ATTACHMENT II**

Date of Application: 2/9/11

**VILLAGE OF HOWARD**

**SITE PLAN REVIEW APPLICATION**

**1. Location**

Project/Development - Site Location: 2639 Lineville Road

Parcel Number: \_\_\_\_\_

**2. Type of Development**

Size of parcel: \_\_\_\_\_

Size of facility: 2000 +/-

Type of facility (i.e. manufacturing, retail, etc.): Commercial (Financial Institute)

Owner/Developer: Fox Communities Credit Union - Greg Hbert

Address: 3401 E. Calumet St. Cuppeton WI 54915 Phone: 993-9000

Contractor/  
Construction Firm: Creative Sign Co., 505 Lawrence Dr. DePere WI 54115

Contact Person: Kelli Lay

Address: 505 Lawrence Dr. DePere WI 54115 Phone: 920-676-7757

**3. Site Plan Approval**

Industrial  Business Park  Commercial

Other - Identify: \_\_\_\_\_

*Provide scaled site plan and elevations.*

Exterior Construction Identify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT III**

Setback Information: 15' from R/W or property line

Parking Information: n/a

Ingress/Egress Information (Site Access): n/a

Utility Information (Water Hydrants, etc.): n/a

**Driveway - Curb Cut**

Width of Curb Cut: n/a Radius/Flare: \_\_\_\_\_

**4. Architectural Plan Approval**

**Exterior construction information:**

Type of Construction Materials: n/a

Height of Facility: \_\_\_\_\_

Roof Pitch and Information: \_\_\_\_\_

Compatibility with existing adjacent structure: \_\_\_\_\_

**ATTACHMENT IV**

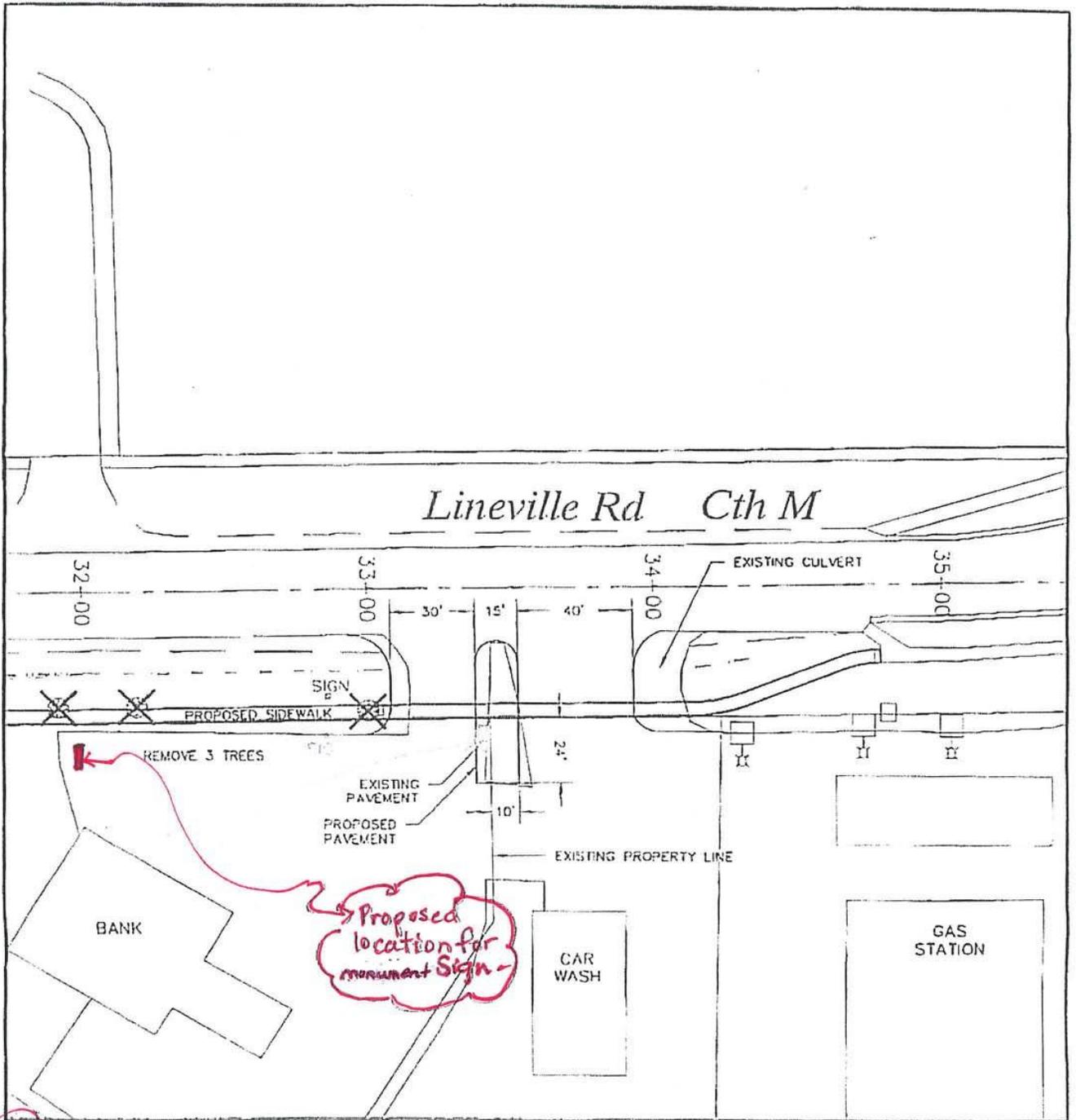
5. **Landscaping Plan Approval** *(n/a)*  
Provide detailed scaled landscaping of plan for parcel.  
Identify trees and location specifics - Quantity/Diameter, etc.: \_\_\_\_\_  
\_\_\_\_\_  
Identify Shrubs & Location Specifics - Quantity: \_\_\_\_\_  
\_\_\_\_\_  
Identify Green Space - Spectral Area / Type of Property:  
\_\_\_\_\_  
Identify Buffering (i.e. fence, berm, plantings, etc.) - Type -Quantity:  
\_\_\_\_\_  
\_\_\_\_\_

6. **Lighting Plan Approval** *(n/a)*  
Provide detailed scaled lighting plan for parcel.  
Identify Building Lighting - Quantity, Wattage, Location: \_\_\_\_\_  
\_\_\_\_\_  
Identify Parking Lighting - Quantity, Wattage, Location: \_\_\_\_\_  
\_\_\_\_\_  
Identify other Lighting - Quantity, Wattage, Location: \_\_\_\_\_  
\_\_\_\_\_

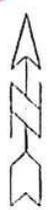
7. **Signage Approval** *(see attached)*  
Provide scaled drawings.  
Provide Site Plan for signage  
Provide building elevations with signage.

ATTACHMENT V

2008-7-28



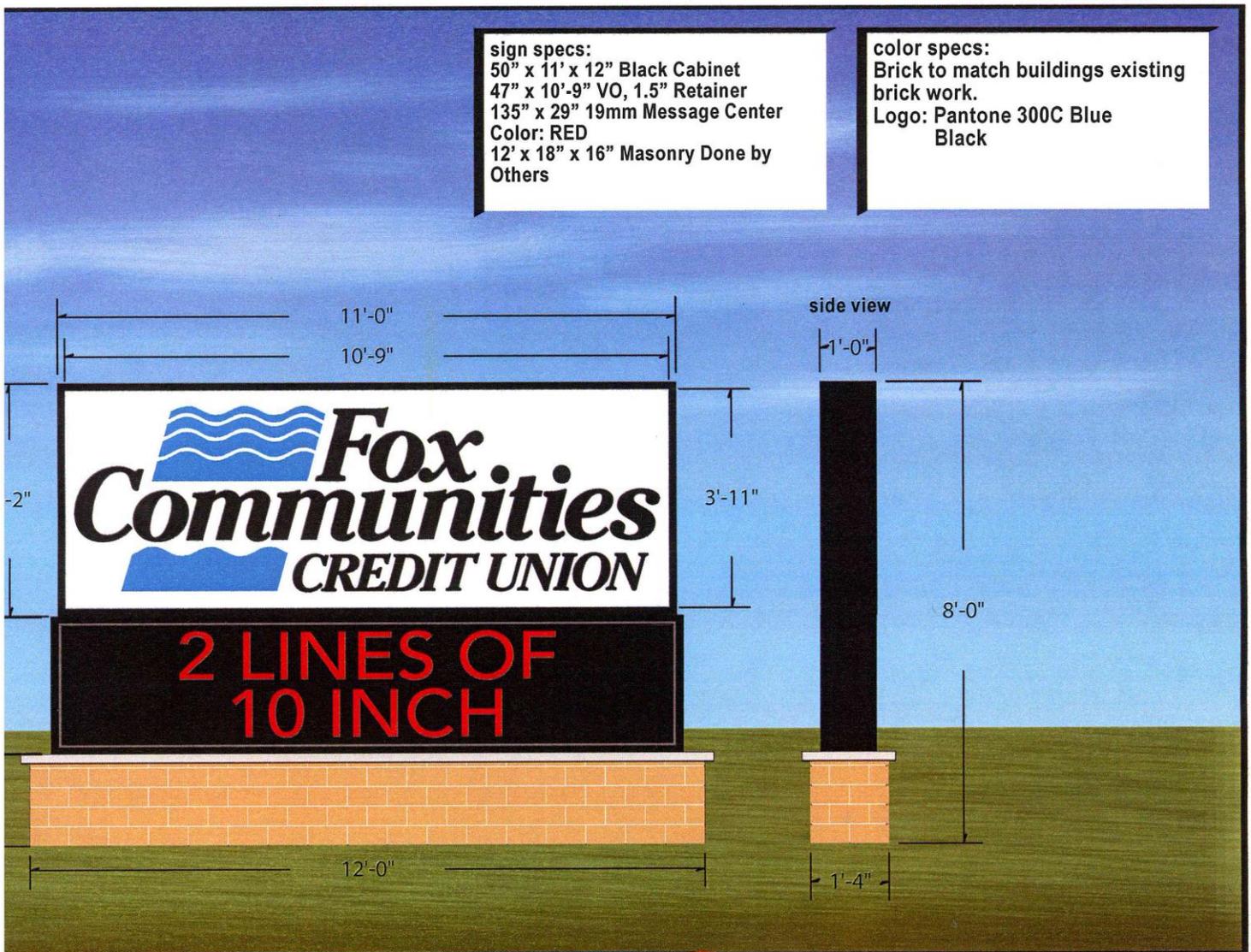
**NOTE:** We will maintain necessary set backs.



PROPOSED DRIVEWAY  
 LINEVILLE ROAD  
 VILLAGE OF HOWARD ENGINEERING DEPARTMENT  
 1336 CORNELL RD., GREEN BAY, WI 54313 (920) 434-4060



ATTACHMENT VI



Client: Fox CU  
 Drawn By: Liz N.  
 Salesman: Todd T.  
 Date: 12/13/10  
 Design #: D4999  
 Page: 2  
 Notes:  
 Rev: 1/18/11 AS

Raceway: X  
 Returns: X  
 Trim Cap: X  
 Lexan: X  
 Vinyl: X  
 Pole: X  
 OVH: X  
 SQ: X  
 Misc: X

Customer Signature For Design Approval

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