



Meeting Date: 6/20/11
Agenda Item: #16

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

PLAN COMMISSION STAFF REPORT

REPORT TO: President Burt McIntyre & Village Plan Commission

REPORT FROM: James Korotev, Director of Code Administration

AGENDA ITEM: Review and take action on a plan for a banquet hall addition to Rivers Bend at 792 Riverview Drive, VH-403.
THE PLAN COMMISSION HAS FINAL REVIEW AUTHORITY FOR THIS MATTER

OWNER/APPLICANT: Jess Senn/Bayland Buildings

POLICY ISSUE

Is the plan consistent with the trend of development in the neighborhood and with the desires of the Village for development at this location?

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 plan approval to construct a banquet hall addition to Rivers Bend at 792 Riverview Drive, VH-403. 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:** This property consists of two separate lots and the proposed addition crosses over the lot line separating the lots. In order for minimum setback regulations to be met, the two lots will need to be combined via a Combination Certified Survey Map.
3. **Parking:** Parking shall be provided at a rate of one space for every two building occupants, based on the maximum capacity of the building in persons, plus one space per employee.
4. **Floodplain, Shoreland Zoning & Stormwater Management:** The entire property is located in a regulated floodplain district. The addition will need to comply with the floodplain construction standards contained in Chapter 44 of the Howard Municipal Code.
5. **Land Division:** N/A.
6. **Lighting:** A lighting plan was not included in the applicant's submittal.
7. **Lot and Width Area:** Once combined the property will comply with the minimum lot width and area regulations for the B-2 zone.
8. **Driveway Locations:** N/A.
9. **Signage:** N/A.
10. **Garbage:** N/A.
11. **Landscape:** No additional landscaping has been proposed.

CODE REQUIRED CONDITIONS

1. The two lots will need to be combined via a Combination Certified Survey Map before permits are issued for the addition.
2. The total number of off-street parking spaces provided shall comply with the regulations specified in #3 under Executive Analysis above.
3. All new exterior lighting shall comply with the lighting regulations in the Zoning Ordinance.
4. All design and construction shall comply with the floodplain construction standards contained in Chapter 44 of the Howard Municipal Code.

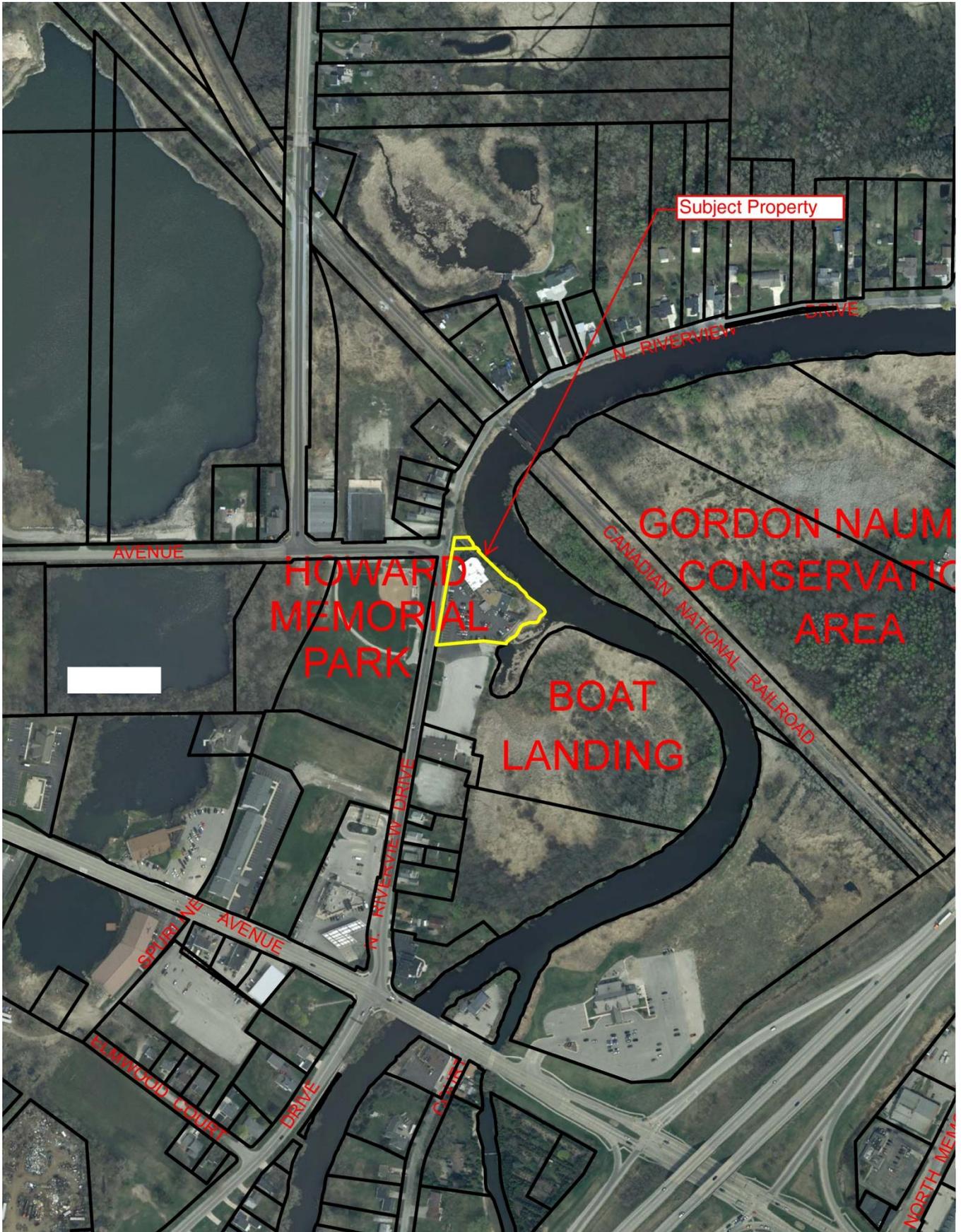
STAFF RECOMMENDED CONDITIONS

1. Exterior building materials shall match existing.

ATTACHMENTS

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

ATTACHMENT I



ATTACHMENT II



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

LOCATION	ADDRESS OF SUBJECT PROPERTY (Street Number and Name)	LOT #	SUBDIVISION	TAX PARCEL #
PROPERTY OWNER	PROPERTY OWNERS FULL NAME PROPERTY OWNERS MAILING ADDRESS (include Zip Code)			DAYTIME PHONE # PROPERTY OWNERS E-MAIL ADDRESS
APPLICANT/ AGENT	APPLICANT/AGENT FULL NAME AND BUSINESS NAME APPLICANT/AGENT MAILING ADDRESS (include Zip Code)			APPLICANT/AGENT PHONE # APPLICANT/AGENT E-MAIL ADDRESS
USE	BRIEFLY DESCRIBE THE EXISTING AND PROPOSED USE OF THE PROPERTY			
SUBMITTALS	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		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 5/23/2011
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BY INITIALING 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 IV



BAYLAND BUILDINGS
 P.O. BOX 1871 GREEN BAY, WI 53007
 (920) 446-3333
 www.baylandbuildings.com
 DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING ADDITION FOR:
 HOWARD, WISCONSIN; COUNTY OF: BROWN
 11-6299

REVISIONS:
 5/18/11 JME

SCALE VERIFICATION
 THIS DRAWING IS TO BE CONSIDERED
 AS THE FINAL DESIGN.

PERMITS REQUIRED: MEET FOR CONSTRUCTION
 NOTICE OF CONTRACT
 CONTRACTOR TO BE OBTAINED FROM THE
 COUNTY OF BROWN, WISCONSIN, 1017 W. PARK
 AVENUE, GREEN BAY, WI 53007. THE
 CONTRACTOR SHALL BE RESPONSIBLE FOR
 OBTAINING ALL NECESSARY PERMITS AND
 APPROVALS FROM THE APPROPRIATE
 AGENCIES. THE CONTRACTOR SHALL
 BE RESPONSIBLE FOR OBTAINING ALL
 NECESSARY PERMITS AND APPROVALS
 FROM THE APPROPRIATE AGENCIES.

SALES REPRESENTATIVE:
 JIM ROGERS
 (920) 246-1840

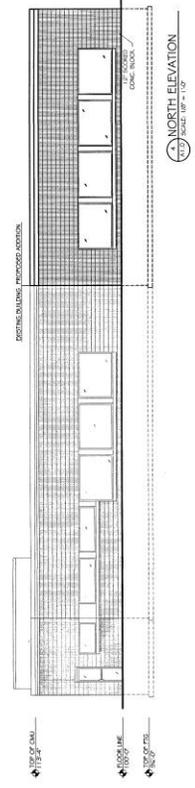
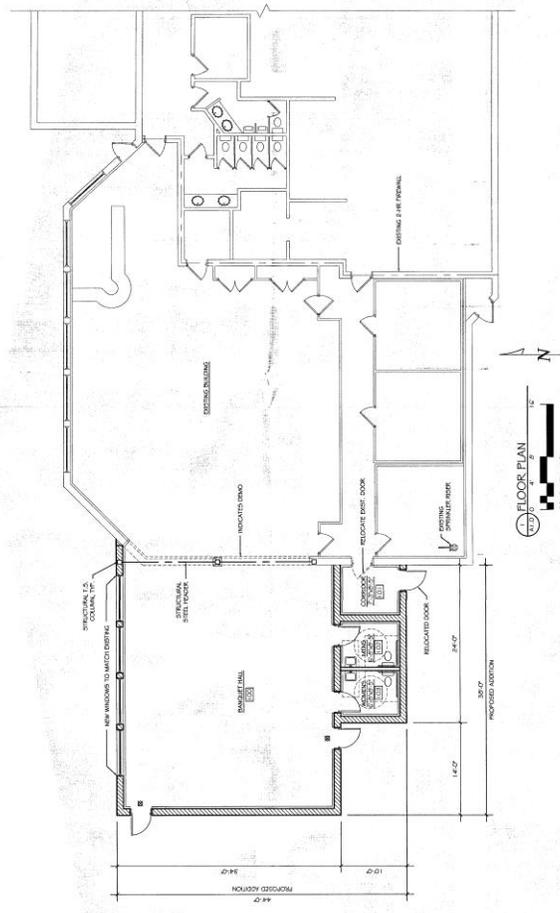
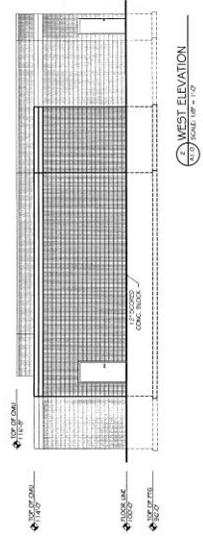
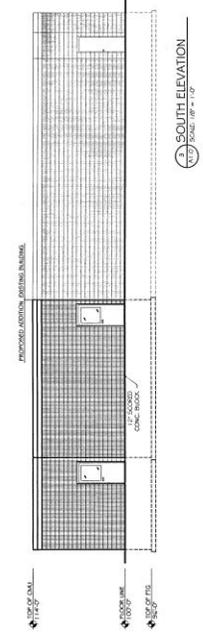
DRAWN BY:
 DPO

JOB NUMBER:
 DATE: 5-08-11

SHEET

A1.0

APPROVED
 PROJECT MANAGER: _____ DATE: _____
 SALES REPRESENTATIVE: _____ DATE: _____



BUILDING DATA	
OCCUPANCY TYPE	RESIDENTIAL
NO. OF FLOORS	1
PERMITTED FOR	RESIDENTIAL
AREA	17,453 SQ. FT.
FIRST FLOOR AREA	17,453 SQ. FT.
SECOND FLOOR AREA	0 SQ. FT.
TOTAL AREA	17,453 SQ. FT.
PERMITTED FOR	RESIDENTIAL