# Plan Commission

**Regular Meeting**

**Agenda**

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

**Monday, April 26, 2021** | **7:00 PM** | **Council Chambers and Virtual**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Plan Commission** of the City of De Pere will be held on **April 26, 2021** at **7:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

**The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:**

**Computer/smart phone accessing** https://www.gotomeet.me/DePere

**OR**

**You can also dial in using your phone.**
United States (Toll Free): 1 866 899 4679
United States: +1 (312) 757-3117
**Access Code:** 154-883-285

***This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at http://deperecitywi.iqm2.com/.***

## Call to Order

1. Roll Call
2. Approval of the minutes of the March 22, 2021 Plan Commission meeting.
3. Public comments upon matters not on the agenda.
4. Consideration and possible action regarding a proposed 3 lot and 1 outlot certified survey map at the 2400-2500 BLK American BL (Parcels WD-1759, WD-L486, WD-L510, WD-L485, WD-L511, WD-2021, WD-L484-1, WD-L514, WD-L483-1, WD-L515, WD-L482-2, Part of WD-1753).*
5. Consideration and possible action to amend Municipal Code Section 14-11 (Zoning – Minimum lot size) to remove 'Special Minimum Yard Requirements' from yards abutting or adjacent to George ST.*
6. Consideration and possible action on a request for a site plan to build a new 4,025 SF building at 805 George ST (Parcel ED-1067).
7. Consideration and possible action to amend Municipal Code Section 46-13 (Platting and Division of Land – Condominium Developments) to update City review to be administrative, to establish that the conversion of existing attached two-unit buildings converting to condominium ownership is not subject to City review, and to update certain fees for existing building conversions.*
8. Consideration and possible action on the award of contract for Comprehensive Plan Update and the West Downtown Vision Plan to SmithGroup.

## Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by noon on the day

of the meeting so that arrangements can be made.

*Items with an asterisk require City Council approval.

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Troy Hewitt, Scannell Properties
R & M Garrity Farm LLC
Garrity Real Estate LLC
Robert Mach, Mach IV Engineering
Karen Classon, Office Harmony LLC

**City of De Pere, Wisconsin**

**Request For Plan Commission Action**

| | |
|---|---|
| **MEETING DATE:** | **April 26, 2021** |
| **DEPARTMENT:** | **Planning** |
| **FROM:** | **Kelly Barker** |
| **SUBJECT:** | **Approval of the minutes of the March 22, 2021 Plan Commission meeting.** |

**ATTACHMENTS:**

- PC_Mar2021_Minutes_Draft (PDF)

# Plan Commission

**Regular Meeting**

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

**Draft Minutes**

**Monday, March 22, 2021** **7:00 PM** **Council Chambers and Virtual**

Call to Order

The meeting was called to order at 7:00 PM by Mayor James Boyd

| Attendee Name | Title | Status | Arrived |
|---|---|---|---|
| James Boyd | Mayor | Present | |
| Derek Beiderwieden | Commissioner | Present | |
| Brenda Busch | Commissioner | Present | |
| Dan Carpenter | Alderperson | Present | |
| Mark Higgins | Commissioner | Present | |
| Dean Raasch | Alderperson | Present | |
| Grant Schilling | Commissioner | Present | |

Also in attendance: Development Services Director Daniel Lindstrom, City Planner Peter Schleinz, and members of the public.

2. Approval of the minutes of the February 22, 2021 Plan Commission meeting.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Dan Carpenter, Alderperson |
| **SECONDER:** | Dean Raasch, Alderperson |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

3. Public comments upon matters not on the agenda.

No comments were made.

| | |
|---|---|
| **RESULT:** | **DISCUSSED** |

4. Consideration and possible action on a request for a proposed 2 unit condominium called 1040-1042 S Seventh ST Condominium at 1040-1042 S Seventh ST (Parcel WD-124-1).*

City Planner Peter Schleinz reviewed the proposed 2 unit condominium at 1040-1042 S Seventh Street. The property is being divided down the middle of the lot. Staff recommended approval of the plat, subject to the conditions outlined in the report. Derek Beiderwieden moved, seconded by Mayor Boyd, to approve the condominium plat and forward it to the Common Council for final approval. Upon vote, motion carried unanimously. The Common Council is expected to review the plat on April 7, 2021.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Derek Beiderwieden, Commissioner |
| **SECONDER:** | James Boyd, Mayor |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

5. Consideration and possible action on a request to rezone from R-3 (Multiple Family Residence District) to R-4 (General Residence Office District) at 525 N Tenth ST (Parcel WD-703-X-3).*

City Planner Peter Schleinz reviewed the rezoning request for 525 N Tenth Street. It is being rezoned from R-3 to R-4 to convert an existing 68 unit assisted living facility into a 55 unit senior apartment building. Staff recommended approval, subject to the conditions

in the report. Mayor Boyd moved, seconded by Ald. Raasch, to approve the rezoning request. Upon vote, motion carried unanimously. A public hearing is proposed to be held at the April 20, 2021 Common Council meeting.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Dean Raasch, Alderperson |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

6. Consideration and possible action on a request for a site plan to add 48,461 SF that will connect two buildings together at 1415 Fortune AV and 2020 American BL (Parcels WD-D0040-1, WD-1044).

City Planner Peter Schleinz reviewed the site plan for a 48,461 square foot addition at the Campbell Wrapper building at 1415 Fortune Avenue. The addition will connect two existing buildings into one building. Peter reported that the parcels need to be combined as part of this project. Because there is no drive access on the west side of the addition, the Fire Department required an addition of a fire lane access easement, which is to be located on the adjacent property to the west. He added that the proposed addition that connects the two existing buildings has a split face CMU at the lower potion of the east, west, and south elevations. The upper portion of the east and west facades is an architectural panel with a masonry texture. The use of the metal material requires Plan Commission approval on a case-by-case basis. The existing building at the north end has a facade that is grey E.I.F.S. with a colored stripe on three sides. The south facade was approved in 1995 to have a non-conforming metal with a masonry base and a colored stripe. However, the strip was never added. Peter explained, that in order to bring the building into conformance, the stripe must be added. However, the petitioner is requesting to add a series of windows to help the existing building match the new addition, instead of adding the stripe. Staff recommended approval of the site plan, subject to the conditions in the report, as well as approving the windows and the use of the architectural panel with masonry texture. Ald. Raasch moved, seconded by Mark Higgins, to approve the site plan with staff recommendations. Upon vote, motion carried unanimously.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Dean Raasch, Alderperson |
| **SECONDER:** | Mark Higgins, Commissioner |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

7. Consideration and possible action on a request for a site plan to add 363,493 SF (8.34 acres) at the south end of an existing building at 2275 American BL (Parcels WD-L492-B-2, WD-L492-B-3, WD-L492-1, WD-L492-4, WD-L492-2).

City Planner Peter Schleinz reviewed the site plan for a building addition at 2275 American Boulevard for Green Bay Packaging. Building materials are mostly masonry and are approvable by Plan Commission with one exception. A smooth metal panel is proposed to be used as an architectural feature of the building, which needs approval by the Plan Commission. Staff recommended approval of the site plan, subject to the conditions in the report, along with the use of metal wall panels on the front and side facade, as an architectural feature, in the southwest corner of the building. Mayor Boyd moved, seconded by Derek Beiderwieden, to approve the site plan with staff recommendations. Upon vote, motion carried unanimously.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Derek Beiderwieden, Commissioner |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

8. Consideration and possible action on a request for a right-of-way vacation/discontinuance at the 2000 BLK of Profit PL (Adjacent to Parcels ED-2381, ED-2382, ED-F0083).*

   City Planner Peter Schleinz reviewed the right-of-way vacation/discontinuance at the 2000 block of Profit Place. It will be vacated and converted to a cul-de-sac. Staff recommended approval of the discontinuance, subject to the conditions in the report. Derek Beiderwieden moved, seconded by Ald. Raasch, to approve the right-of-way vacation. Upon vote, motion carried unanimously.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Derek Beiderwieden, Commissioner |
| **SECONDER:** | Dean Raasch, Alderperson |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

9. Consideration and possible action on a request for a right-of-way vacation/discontinuance at the 1800 BLK of Commerce DR (Adjacent to Parcels ED-D69-2, ED-344-102-6).*

   City Planner Peter Schleinz reviewed the right-of-way vacation/discontinuance at the 1800 block of Commerce Drive. Staff recommended approval, subject to the conditions in the report. Ald. Raasch moved, seconded by Ald. Carpenter, to approve the right-of-way vacation. Upon vote, motion carried unanimously.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | Dean Raasch, Alderperson |
| **SECONDER:** | Dan Carpenter, Alderperson |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

10. Consideration and possible action on a request for a proposed 7 lot and 1 outlot preliminary and final plat of East Side Industrial Park Fourth Addition at 600 BLK Rockland RD (Parcels ED-F0080, ED-D69-2, ED-344-102-6, ED-2381, ED-2382, ED-F0083, ED-F0082, ED-F0085, ED-D43-1).*

    City Planner Peter Schleinz reviewed the preliminary and final plat of the East Side Industrial Park Fourth Addition at the 600 block of Rockland Road. They are all City-owned lots in the east side business park. Staff recommended approval of the preliminary and final plat, subject to the conditions in the report. Peter clarified that this is the only time the Plan Commission will review this plat before the Common Council reviews it on April 7, 2021. Mayor Boyd moved, seconded by Ald. Raasch, to approve the plat. Upon vote, motion carried unanimously.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Dean Raasch, Alderperson |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

11. Consideration and possible action on a request for a site plan to build a new 352,897 SF (8.1 acres) building at 2020 Commercial DR (Parcels ED-D43-1, ED-F0083, part of ED-F0082).

City Planner Peter Schleinz reviewed the site plan for a new building at 2020 Commerce Drive. Staff recommended approval of the site plan, along with the use of textured metal material on the rear and side of the building. The Plan Commission has to review the use of metal on the front of the building as an architectural feature. Mayor Boyd moved, seconded by Ald. Raasch, to approve the site plan, including the use of textured metal material on the rear and non-street facing side (north) and on the front of the building, as an architectural feature. Upon vote, motion carried unanimously.

| | |
|---|---|
| **RESULT:** | **ADOPTED [UNANIMOUS]** |
| **MOVER:** | James Boyd, Mayor |
| **SECONDER:** | Dean Raasch, Alderperson |
| **AYES:** | Boyd, Beiderwieden, Busch, Carpenter, Higgins, Raasch, Schilling |

## Adjournment

Mayor Boyd moved, seconded by Derek Beiderwieden, to adjourn the meeting at 7:44 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker

**City of De Pere, Wisconsin**

**Request For Plan Commission Action**

| | |
|---|---|
| **MEETING DATE:** | **April 26, 2021** |
| **DEPARTMENT:** | **Planning** |
| **FROM:** | **Kelly Barker** |
| **SUBJECT:** | **Public comments upon matters not on the agenda.** |

**City of De Pere, Wisconsin**

**Request For Plan Commission Action**

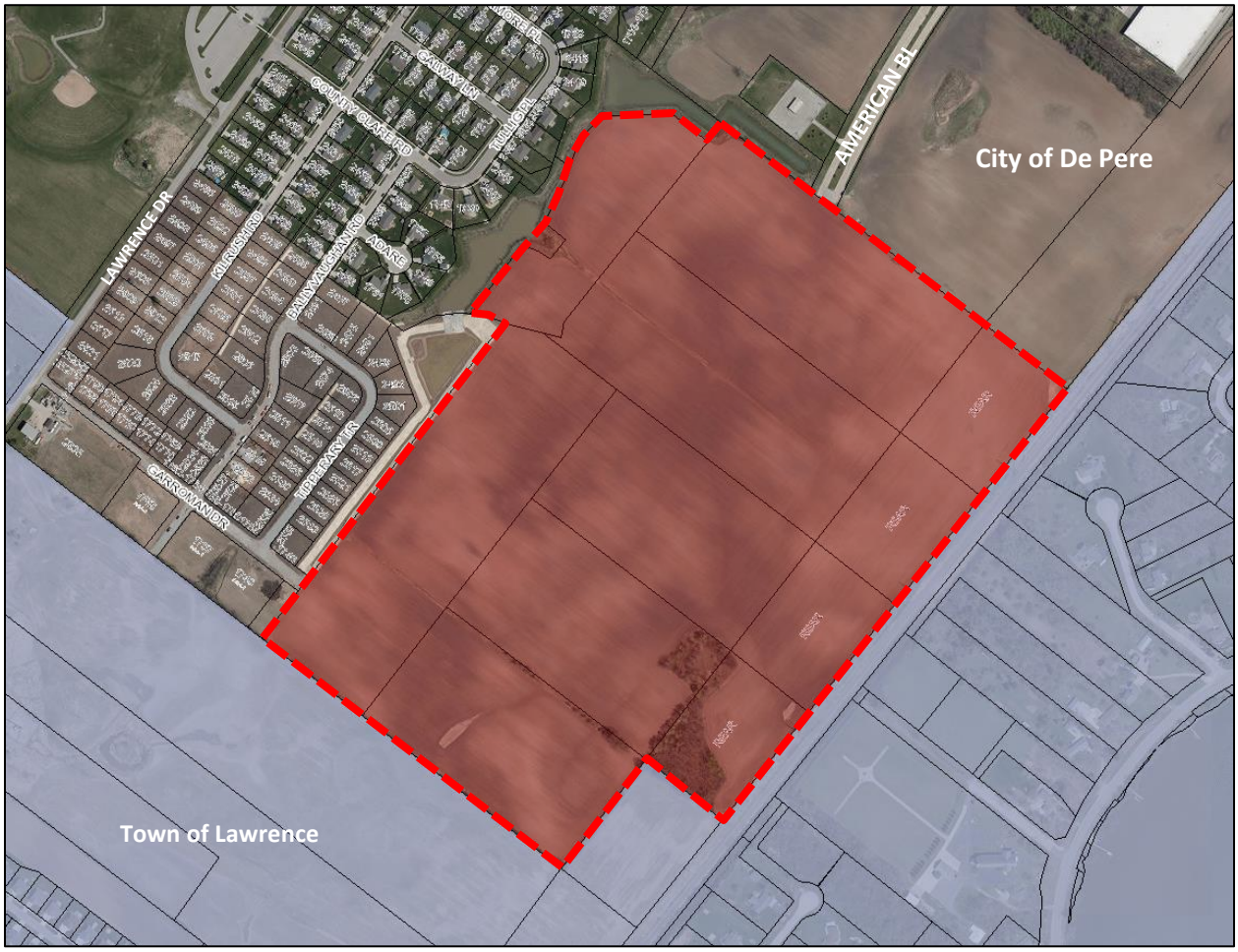
| | |
|---|---|
| **MEETING DATE:** | **April 26, 2021** |
| **DEPARTMENT:** | **Planning** |
| **FROM:** | **Peter Schleinz** |
| **SUBJECT:** | **Consideration and possible action regarding a proposed 3 lot and 1 outlot certified survey map at the 2400-2500 BLK American BL (Parcels WD-1759, WD-L486, WD-L510, WD-L485, WD-L511, WD-2021, WD-L484-1, WD-L514, WD-L483-1, WD-L515, WD-L482-2, Part of WD-1753).*** |

**ATTACHMENTS:**

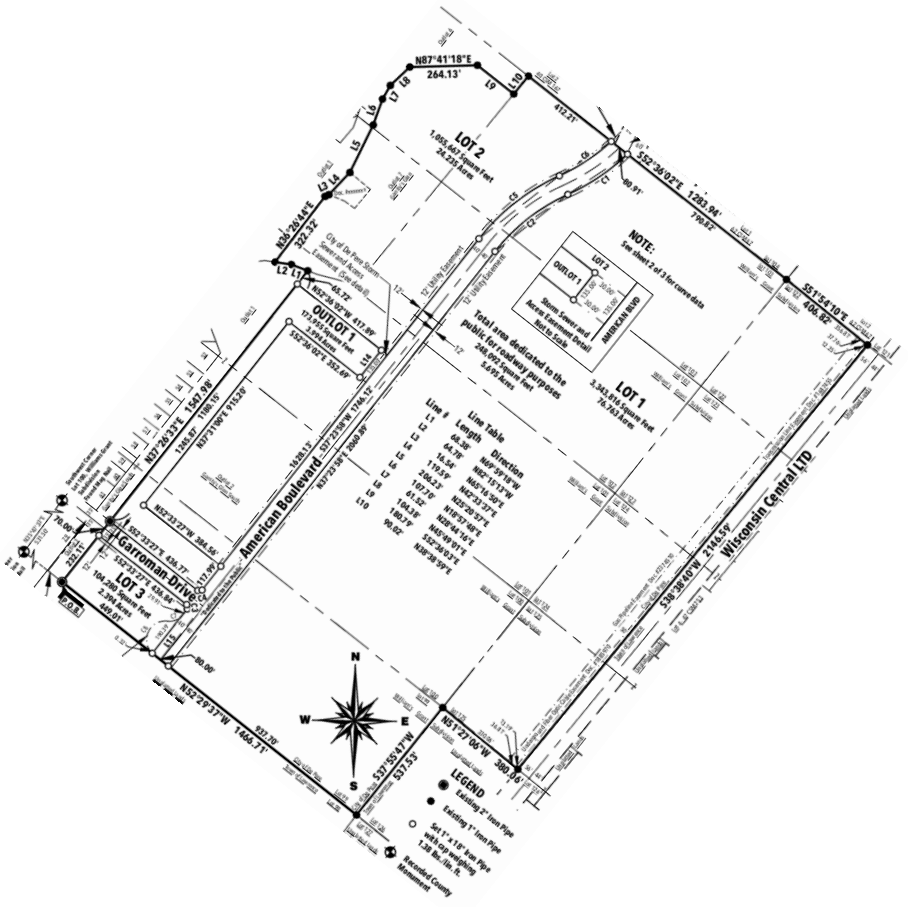
- PC Report - CSM on American BL (DOCX)
- Application Form (PDF)
- Preliminary REVISED 3 CSM - 16 Apr 2021 (PDF)

**ITEM 4:** **Consideration and possible action regarding a proposed 3 lot and 1 outlot certified survey map at the 2400-2500 BLK American BL (Parcels WD-1759, WD-L486, WD-L510, WD-L485, WD-L511, WD-2021, WD-L484-1, WD-L514, WD-L483-1, WD-L515, WD-L482-2, Part of WD-1753).***

**SITE MAP**



**PROPOSED CERTIFIED SURVEY MAP AREA**




| | |
|---|---|
| **REQUESTED ACTION:** | Certified Survey Map Review |
| **COMMON DESCRIPTION:** | 2400-2500 BLK American BL, located at the southernmost end of American BL. Also located at the easternmost end of Garromann DR. |
| **PARCEL NUMBER(S):** | WD-1759, WD-L486, WD-L510, WD-L485, WD-L511, WD-2021, WD-L484-1, WD-L514, WD-L483-1, WD-L515, WD-L482-2, Part of WD-1753 |
| **EXISTING ZONING:** | I-B-2 (Industrial-Business-2 District) |
| **SURROUNDING LAND USES:** | Developing Business Park (I-B-2) to the northeast.<br>Storm water management and residential (R-1, R-3) to the northwest.<br>Town of Lawrence Residential and religious/cemetery to the southeast.<br>Town of Lawrence agricultural/vacant to the southwest. |
| **COMPREHENSIVE PLAN:** | Business Park. |
| **APPLICANT/OWNER:** | Troy Hewitt, PLS<br>Applicant for Scannell Properties<br>1250 Centennial Centre BL<br>Hobart, WI 54155 |
| | Owner of Parcel WD-1759:<br>City of De Pere<br>335 S Broadway ST<br>De Pere, WI 54115-2593 |

Owner of Parcel WD-2021:
R&M Garrity Farm LLC
3137 Trenton LN
Green Bay, WI 54313-4025

Owner of remaining parcels:
Garrity Family Real Estate LLC
3137 Trenton LN
Green Bay, WI 54313-4025

**SITE HISTORY:** The City owned site has been used for agricultural purposes since at least air photos of 1938. In 2020, the Common Council approved a rezoning for the remaining subject area from R-1 to I-B-2 in compliance with future business park land use recommendations referenced in the Comprehensive Plan. The northwest subject area was already zoned I-B-2.

**STAFF REVIEW:** When reviewing a Certified Survey Map, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

- The purpose of the CSM is to divide property for future business park development, with the outlot proposed for storm water management.
  - Lot 1 will be 76.8 acres.
  - Lot 2 will be 24.0 acres.
  - Lot 3 will be 2.4 acres.
  - Outlot 1 will be 4.0 acres.
- Part of proposed Lot 2 is owned by the City of De Pere. The land ownership is expected to transfer to a private property owner in the near future.

There are nine issues to address for the CSM, which are listed in the Staff Recommendation.

The Certified Survey Map meets the criteria of State Statutes 236 and Section 46-8 of the De Pere Platting and Division of Land Code. The proposed land division provides opportunities for development and does not impact the Comprehensive Plan negatively. The proposed lot sizes, street frontages, and setbacks meet City requirements.

**REVIEW PROCESS:** For City certified survey map petitions the Plan Commission provides either an approval, rejection with reason, or approval with conditions decision. The Common Council also reviews and provides a final decision of approval or rejection when the CSM includes public dedications and/or City-owned property. Common Council is expected to take action after an agreement is established with the purchaser of City owned Lands on the CSM (specific date unknown).

**STAFF RECOMMENDATION:** Staff recommends APPROVAL of the certified survey map, subject to:

1. Meeting all other state and local regulations.
2. The CSM should not be recorded until the ownership of all lots/outlots is an entity(s) listed in the Owner's Certificate with signature(s).
3. The CSM graphic references Lines L14, L15, etc., that need to be defined in the Line Table.
4. Additional area from Lot 2 shall be dedicated to the City, in particular near Lines L9 and L10 with the dimension 412.12' also being modified. Engineering is determining the area that will be required due to the existing City pond.
5. A sanitary sewer easement is required on Lot 1 near cord C1. City staff is working with Green Bay Metropolitan Sewerage District to determine the extent of the easement.
6. Modify the language of the easement between Line L14 and the right-of-way to state "City of De Pere Storm Sewer and Storm Water Management Access and Grading Easement". The intent for this area is to extend the pond closer to the road.
7. Add "City of De Pere access easement for storm water management purposes" at the following locations and widths on Lot 2: L1 through L9 and line 264.13' - 10 feet wide; line 412.21' - 20 feet wide.
8. Change the Restrictive Covenants to state "Restrictive Covenants with the City". Add item 4 to the covenants:
    a. "4. Fences and other permanent obstructions shall not be placed on City access easements."
9. Add the following as Notes:
    a. "1. Sidewalks are required on both sides of Garroman DR."
    b. "2. Lot 2, when developed, should drain storm water directly to the storm water pond."
    c. "3. The City will provide storm water management via a regional storm water management pond designed to treat to current WDNR standards for storm water quality. City storm sewers are designed for five year rainfall intensity events. Private storm sewers connecting to City storm sewers shall be designed for a five year rainfall event to match the City allocated flow. Detention facilities may be required for higher flow volumes."
    d. "4. Parking is not permitted along American BL."

DE PERE
RUNS DEEPER

# CITY OF DE PERE

## APPLICATION FOR CSM REVIEW

CITY OF DE PERE RECEIVED APR - 1 2021 PLANNING DEPT.

Fee: $ 368.00
Receipt #: 159815
Date: 4-01-21

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

**SECTION 1: Applicant / Permittee Information**

| Applicant Name (Ind., Org. or Entity) | Authorized Representative | Title | |
|---|---|---|---|
| Scannell Properties | Troy Hewitt | Profession Land Surveyor | |
| **Mailing Address** | **City** | **State** | **ZIP Code** |
| 1250 Centennial Centre Blvd | Hobart | WI | 54155 |
| **Email Address** | **Phone Number (incl. area code)** | **Fax Number (incl. area code)** | |
| thewitt@releeinc.com | 920-544-4436 | 920-662-9141 | |

**SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)**

| Name (Ind. Org. or Entity) | Contact Person | Title | |
|---|---|---|---|
| Garrity Family Real Estate | Patricia Beaumia | | |
| **Mailing Address** | **City** | **State** | **ZIP Code** |
| 3173 Trenton Lane | Green BAy | WI | 54313 |
| **Email Address** | **Phone Number (incl. area code)** | **Fax Number (incl. area code)** | |
| patty@hanaway.com | | | |

**SECTION 3: Project or Site Location**

| Project Address/Description | Parcel No. |
|---|---|
| American Blvd extension in the West Side Ind. Park | WD-L486, WD-L485, ETC... |

**SECTION 4: CSM Information**

| | |
|---|---|
| Existing Zoning: | INDUSTRIAL BUSINESS 2 I-B-2 |
| Present Use of Parcel: | AG |
| Proposed Use of Lots: | INDUSTRIAL |

Please submit 1 hard copy and 1 PDF copy of the CSM if the property is located within the City or if the property is located within the extraterritorial jurisdiction.

**SECTION 5: Certification and Permission**

**Certification**: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

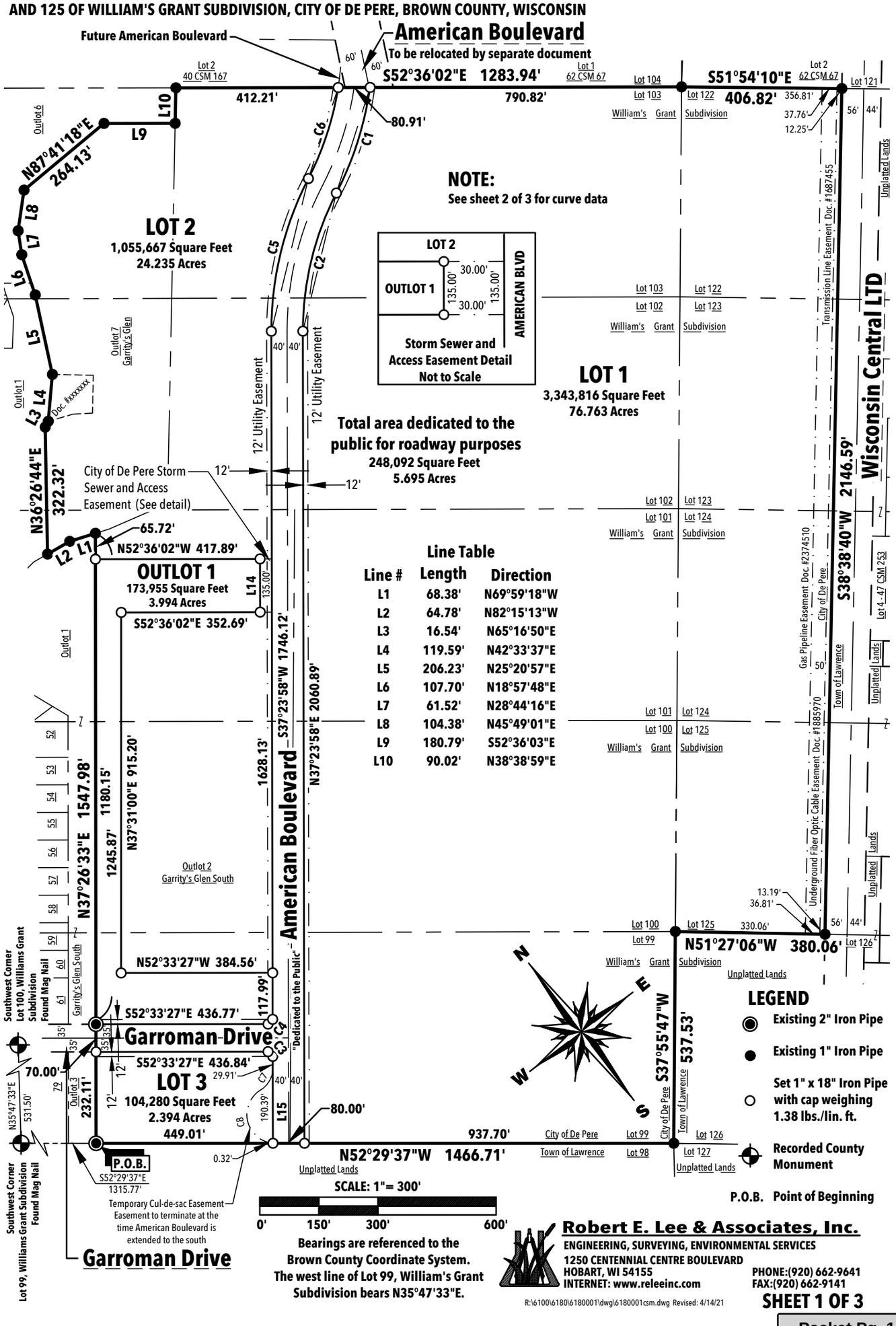
| Name of Owner/Authorized Representative (please print) | Title | Phone Number |
|---|---|---|
| Troy Hewitt | PLS | 920-544-4436 |
| **Signature of Applicant** | | **Date Signed** |
| | | 4/1/21 |

**TO BE COMPLETED BY CITY STAFF**

| | |
|---|---|
| CSM Review authorized by the De Pere Municipal Code, Chapter 46. | |

# CERTIFIED SURVEY MAP

**PART OF OUTLOT 1 AND ALL OF OUTLOT 7, GARRITY'S GLEN, VOLUME 22 OF PLATS, PAGE 241, DOCUMENT NUMBER 2193288, ALL OF OUTLOT 2, GARRITY'S GLEN SOUTH, VOLUME 24 OF PLATS, PAGES 112-113, DOCUMENT NUMBER 2864437, BEING PART OF LOTS 99, 100 AND 101 OF WILLIAM'S GRANT SUBDIVISION AND PART OF LOTS 99, 100, 101, 102, 103, 122, 123, 124 AND 125 OF WILLIAM'S GRANT SUBDIVISION, CITY OF DE PERE, BROWN COUNTY, WISCONSIN**




**Robert E. Lee & Associates, Inc.**
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155
INTERNET: www.releeinc.com
PHONE:(920) 662-9641
FAX:(920) 662-9141

R:\6100\6180\6180001\dwg\6180001csm.dwg Revised: 4/14/21

**SHEET 1 OF 3**

# CERTIFIED SURVEY MAP

**PART OF OUTLOT 1 AND ALL OF OUTLOT 7, GARRITY'S GLEN, VOLUME 22 OF PLATS, PAGE 241, DOCUMENT NUMBER 2193288, ALL OF OUTLOT 2, GARRITY'S GLEN SOUTH, VOLUME 24 OF PLATS, PAGES 112-113, DOCUMENT NUMBER 2864437, BEING PART OF LOTS 99, 100 AND 101 OF WILLIAM'S GRANT SUBDIVISION AND PART OF LOTS 99, 100, 101, 102, 103, 122, 123, 124 AND 125 OF WILLIAM'S GRANT SUBDIVISION, CITY OF DE PERE, BROWN COUNTY, WISCONSIN**

## SURVEYOR'S CERTIFICATE:

I, Troy E. Hewitt, Professional Land Surveyor, do hereby certify that by the order and under the direction of the owners listed hereon, I have surveyed, mapped and divided part of Outlot 1 and all of Outlot 7, Garrity's Glen, Volume 22 of Plats, Page 241, Document Number 2193288, all of Outlot 2, Garrity's Glen South, Volume 24 of Plats, Pages 112-113, Document Number 2864437, being part of Lots 99, 100 and 101, William's Grant Subdivision and part of Lots 99, 100, 101, 102, 103, 122, 123, 124 and 125 of William's Grant Subdivision, City of De Pere, Brown County, Wisconsin more fully described as follows:

Commencing at the southwest corner of said Lot 99; thence S52°29'37"E, 1315.77 feet on the south line of said Lot 99 to the southwest corner of said Outlot 2, the POINT OF BEGINNING; thence N37°26'33"E, 1547.98 feet on the west line of said Outlot 2 to the northwest corner thereof; thence N69°59'18"W, 68.38 feet on a south line of said Outlot 7; thence N82°15'13"W, 64.78 feet on said south line to the southwest corner of said Outlot 7; thence N36°26'44"E, 322.32 feet on the west line of said Outlot 7; thence N65°16'50"E, 16.54 feet on said west line; thence N42°33'37"E, 119.59 feet on the west line of lands described in Document Number xxxxxxx; thence N25°20'57"E, 206.23 feet on said west line; thence N18°57'48"E, 107.70 feet on said west line; thence N28°44'16"E, 61.52 feet on said west line; thence N45°49'01"E, 104.38 feet on said west line; thence N87°41'18"E, 264.13 feet on said west line to the north line of said Outlot 7; thence S52°36'03"E, 180.79 feet on said north line to the northeast corner of said Outlot 7; thence N38°38'59"E, 90.02 feet on the east line of Outlot 6 of Garrity's Glen to the north line of said Lot 103; thence S52°36'02"E, 1283.94 feet on said north line to the northeast corner of said Lot 103; thence S51°54'10"E, 406.82 feet on the north line of said Lot 122 to the west right of way line of the Wisconsin Central LTD; thence S38°38'40"W, 2146.59 feet on said west right of way to the south line of said Lot 125; thence N51°27'06"W, 380.06 feet on said south line to the southwest corner of said Lot 125; thence S37°55'47"W, 537.53 feet on the east line of said Lot 99 to the southeast corner thereof; thence N52°29'37"W, 1466.71 feet on the south line of said Lot 99 to the Point of Beginning.

Said parcel contains 4,925,810 square feet or 113.08 acres of land more or less subject to easements and restrictions of record.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes in the surveying, mapping and dividing of the same.

Dated this _____ day of _____, 2021.

_____

Troy E. Hewitt PLS #2831
ROBERT E. LEE & ASSOCIATES, INC.

## RESTRICTIVE COVENANTS:

1. The land on all side and rear lot lines of all lots not included in the drainage easement shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

2. Each lot owner shall grade the property abutting a street to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks.

3. No poles, pedestals or buried cable are to be placed so as to disturb any survey stake or obstruct vision along any lot lines or street lines, a disturbance of survey stake by anyone is a violation of Section 236.32 of the Wisconsin statutes.

## UTILITY EASEMENT PROVISIONS:

An easement for electric, natural gas, and communications service is hereby granted by

Scannell Properties, LLC, Grantor, to

Wisconsin Public Service Corporation, a Wisconsin Corporation, grantee,
Time Warner Cable, AT&T and City of De Pere,

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable tv facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "utility easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incidental to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable tv facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures (excluding asphalt and pavement material) shall not be placed over grantees' facilities or in, upon or over the property within the lines marked "utility easement" without the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of grantees. This utility easement provision does not prevent or prohibit others from utilizing or crossing the utility easement as the utility easement(s) are non-exclusive.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

**Curve Table**

| Curve # | Delta | Radius | Length | Chord Direction | Chord Length | Tangent Bearing | Second Tangent Bearing |
|---|---|---|---|---|---|---|---|
| C1 | 19°16'56" | 840.00' | 282.69' | N55°12'56"E | 281.36' | N64°51'24"E | N45° 34' 28"E |
| C2 | 27°27'26" | 760.00' | 364.21' | N51°07'41"E | 360.73' | N64°51'24"E | N37° 23' 58"E |
| C3 | 89°57'25" | 12.00' | 18.84' | N07°34'44.5"W | 16.96' | N37°23'58"E | N52° 33' 27"W |
| C4 | 90°02'35" | 12.00' | 18.86' | N82°25'15.5"E | 16.98' | S52°33'27"E | N37° 23' 58"E |
| C5 | 27°27'26" | 840.00' | 402.54' | S51°07'41"W | 398.70' | S64°51'24"W | S37° 23' 58"W |
| C6 | 18°24'53" | 760.00' | 244.26' | N55°38'57.5"E | 243.21' | N64°51'24"E | N46° 26' 31"E |
| C7 | 58°33'04" | 65.00' | 66.42' | N66°40'30"E | 63.57' | S84°02'58"E | N37° 23' 58"E |
| C8 | 143°02'54" | 73.00' | 182.26' | S24°25'35"W | 138.47' | N84°02'58"W | S47° 05' 53"E |



R:\6100\6180\6180001\dwg\6180001csm.dwg

**Robert E. Lee & Associates, Inc.**
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155
INTERNET: www.releeinc.com
PHONE:(920) 662-9641
FAX:(920) 662-9141

# CERTIFIED SURVEY MAP

**PART OF OUTLOT 1 AND ALL OF OUTLOT 7, GARRITY'S GLEN, VOLUME 22 OF PLATS, PAGE 241, DOCUMENT NUMBER 2193288, ALL OF OUTLOT 2, GARRITY'S GLEN SOUTH, VOLUME 24 OF PLATS, PAGES 112-113, DOCUMENT NUMBER 2864437, BEING PART OF LOTS 99, 100 AND 101 OF WILLIAM'S GRANT SUBDIVISION AND PART OF LOTS 99, 100, 101, 102, 103, 122, 123, 124 AND 125 OF WILLIAM'S GRANT SUBDIVISION, CITY OF DE PERE, BROWN COUNTY, WISCONSIN**

## OWNER'S CERTIFICATE:

As owners, we do hereby certify that we caused the land described on this Certified Survey Map to be surveyed, mapped, divided and dedicated as represented on this map. We also do further certify that this Certified Survey Map is required by s-236.34 to be submitted to the following for approval or objection:

CITY OF DE PERE

_____

Scannell Properties, LLC Date

_____

Print name and title

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2021, the above named to me known to be the same persons who executed the foregoing instrument and acknowledged the same.

_____

Notary Public, State of Wisconsin

(print name)_____

My commission expires:_____

## CITY OF DE PERE APPROVAL CERTIFICATE:

Approved by the City of De Pere Common Council on this_____ day of _____, 2021.

_____

Carey E. Danen, City Clerk Date

## TREASURER'S CERTIFICATE:

As duly appointed/elected City of De Pere and Brown County Treasurer, we hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.

_____

Joe Zegers Date
City of De Pere Treasurer

_____

Paul Zeller Date
Brown County Treasurer

**Robert E. Lee & Associates, Inc.**
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155 PHONE:(920) 662-9641
INTERNET: www.releeinc.com FAX:(920) 662-9141

R:\6100\6180\6180001\dwg\6180001csm.dwg

**City of De Pere, Wisconsin**

**Request For Plan Commission Action**

| | |
|---|---|
| **MEETING DATE:** | **April 26, 2021** |
| **DEPARTMENT:** | **Planning** |
| **FROM:** | **Peter Schleinz** |
| **SUBJECT:** | **Consideration and possible action to amend Municipal Code Section 14-11 (Zoning – Minimum lot size) to remove 'Special Minimum Yard Requirements' from yards abutting or adjacent to George ST.*** |

**ATTACHMENTS:**

- Plan Commission Report (DOCX)
- Municipal Code Section 14-11 REDLINE EDITED (DOCX)

**ITEM 5: Consideration and possible action to amend Municipal Code Section 14-11 (Zoning – Minimum lot size) to remove 'Special Minimum Yard Requirements' from yards abutting or adjacent to George ST.***

**REQUESTED ACTION:** Amendment to Municipal Code Section 14-11.*

**SUMMARY:** The proposed amendment eliminates Section 14-11(2), which is the requirement for non-residential zoned lots abutting or adjacent to George ST to have special 15' front yard, corner side yard, and interior side yard, and rear yard setbacks. If approved, all lots will follow established setbacks based on designated zoning districts.

**HISTORY** Municipal Code Section 14-11, and similar earlier versions of the Code section, dates back at least to the 1972 Municipal Code (Section 14.55). An original reason for the creating special setback could not be identified, aside from unverified oral history about a zoning conflict that likely predates 1972. Staff was unable to find related rezoning documents for George ST due to the age of potential rezoning petitions.

**APPLICANT/OWNER NAME:** City of De Pere

**ANALYSIS:** In order to accommodate a well-designed walkable downtown with street fronted businesses on George ST, staff proposes amending Municipal Code Section 14-11 (Minimum lot size) by removing Section 14-11(2) related to special minimum yard requirements.

- Removal of Section 14-11(2) through 14-11(2)(b) eliminates special 15' setback restrictions for non-residential lots on George ST only, between Broadway ST and Webster AV.
- If approved the typical setbacks, transitional yards, and buffers for each zoning district will still apply to each lot.
- The attached document shows the proposed revision.

The impetus for this change stems from a recent site plan that desired a 3' corner side yard setback on N Huron ST. There is the potential for other future site plans in the George ST area to be impacted if a change is not considered.

**REVIEW PROCESS** Zoning Code Amendments follow this process: Plan Commission Review, Public Hearing, and Ordinance at Common Council. This item is anticipated to be published for the May 4, 2021 Common Council meeting.

**STAFF RECOMMENDATION:** Staff recommends APPROVAL of the proposed amendment to Municipal Code Section 14-11 to remove 'Special Minimum Yard Requirements' from yards abutting or adjacent to George ST, as shown on the documents that are attached with this staff report.

**14-11. - Minimum lot size.**

(1) Every building hereafter erected on a lot or parcel of land created subsequent to the effective date of this ordinance shall provide a lot or parcel of land in accordance with the lot size requirements of the district within which it is located.

~~(2) Special Minimum Yard Requirements. Notwithstanding the general minimum yard requirements set forth herein, it is deemed that, in the best interests of the health, safety, and general welfare of the community, to lessen vehicular and pedestrian traffic and to facilitate adequate provision for transportation, the following minimum yard requirements and rules attendant to use thereof be hereby established for yards abutting on and adjacent to the following described streets:~~

~~(a) The minimum requirements for every yard abutting on or adjacent to George Street from its intersection with Broadway to its eastern extremity shall have the following setback depths from the abutting lot line:~~

~~1) All parcels designated as R-1, R-2, R-3, or R-4 Residential, the minimum setback designated in the District they are located.~~

~~2) All parcels designated as any other zoning district classification, a minimum of 15 feet.~~

~~(b) No new building, new sign, or other new structure or part thereof shall be placed within the required abutting yard herein established and no building, sign, structure, or part thereof existing within such required yard on the effective date of this ordinance shall be enlarged, altered, or added to in any way that increases or prolongs the permanency thereof or by reconstructing its original existing location after having been destroyed by fire, storm, or other catastrophe to the extent of 50 percent of its last assessed value.~~

**City of De Pere, Wisconsin**

**Request For Plan Commission Action**

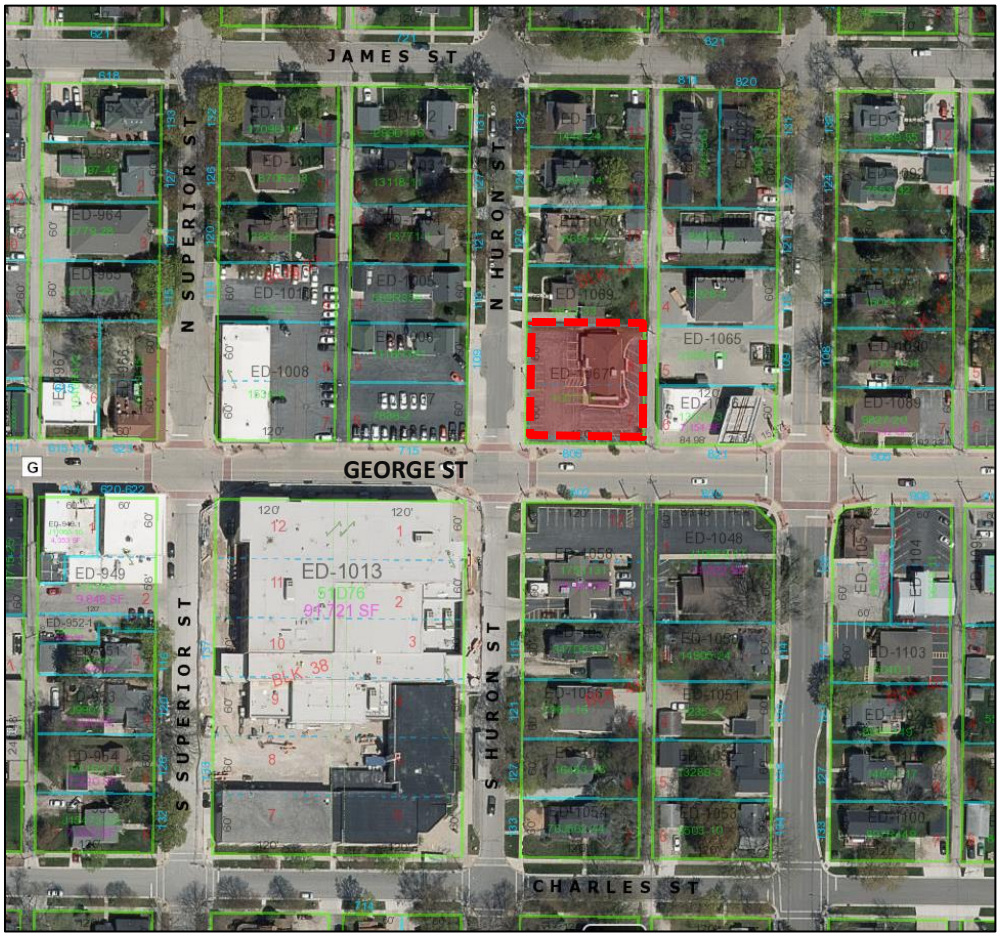
| | |
|---|---|
| **MEETING DATE:** | **April 26, 2021** |
| **DEPARTMENT:** | **Planning** |
| **FROM:** | **Peter Schleinz** |
| **SUBJECT:** | **Consideration and possible action on a request for a site plan to build a new 4,025 SF building at 805 George ST (Parcel ED-1067).** |

**ATTACHMENTS:**

- 04-26-21 PC Report - SKB Management - Updated (DOCX)
- Application Form (PDF)
- Site Plan PRELIMINARY - 02 Mar 2021 (PDF)

**Item 6:** **Consideration and possible action on a request for a site plan to build a new 4,025 SF building at 805 George ST (Parcel ED-1067).**

## SITE MAP




**REQUESTED ACTION:** Site Plan Approval.

SKB Management new 4,025 SF building with parking on the east, south, and west sides.

**COMMON DESCRIPTION:** 805 George ST, located northeast from the George ST and N Huron ST intersection.

**PARCEL NUMBERS:** ED-1067

**EXISTING ZONING:** Central Business District (B-1)

**SURROUNDING LAND USES:** Single-family (R-2)and business (B-1) to the north.
Business (B-1) and school (R-2 PDD) to the south.
Business (B-1 and B-3) to the east and west.

**COMPREHENSIVE PLAN:** Commercial.

**APPLICANT / OWNER:**

| Authorized Representative | Property Owner |
|---|---|
| Robert Mach, PE | Office Harmony LLC |
| Mach IV Engineering | ATTN: Karen Classon, Owner |
| 2260 Salscheider CT | 1665 Remington Ridge WY |
| Green Bay, WI 54313 | De Pere, WI 54115 |

**SITE HISTORY:**

The subject site has been used for residential purposes prior to at least 1978, and then developed into a Pizza Hut. It was remodeled into a Taco John's in 2004, and remodeled into a yoga center in 2013. Minor exterior changes were made with each renovation, but the general building footprint remained.

On March 2, 2021 a site plan was submitted by the petitioner to demolish the existing building and construct a new building.

**STAFF REVIEW:**

When reviewing a Site Plan request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns, as well as the criteria identified in Zoning Code Section 14-60.

The 4,025 SF new building will be located on the northeast corner of George ST and N Huron ST. The proposed new use does not fit on the site due to 15' special setback that apply to non-residential zoned lots on George Street. However, Plan Commission will be requested to consider a text amendment to eliminate the 15' special setbacks on April 26, 2021.

The proposed façade materials include grey colored cement board, tan colored stone veneer, glass, and two brown garage doors. The petitioner agreed to intentionally use building-complimentary colors (not white) for the two garage doors, which are large and visible to the adjacent residential area on the east and west sides of the building. The façade materials are approvable.

The site has three proposed right-of-way connection drives. One drive is on George ST near the intersection and will be used for a two-way parking lot. The second drive is on N Huron ST and will be used for garage access for a recreational vehicle that is for work related use only, as well as two parking stalls. The east side of the property is open to the alley and will be used for parking lot access and a second garage.

The proposed landscaping plan identifies plantings around the building. The specific requirement for landscaping is a minimum 6' wide and 6' tall buffer along the north property line. Also, parking lot screening is required on the north property line. To address this the petitioner provided the following:

- 10' wide buffer on north property line.
- 6' high fence on north property line.
- 4 arborvitaes at the north east property corner and 4 arborvitaes at the northwest property corner.
- Two trees along the buffer area (typically 4 required).

The Petitioner is asking to relocate two of the four trees from the northeast corner of the required buffer area to the southwest corner of the building due to utilities in the area (and nearby existing trees) that will minimize survivability. Staff supports the request to relocate the trees due to the addition of the arborvitaes to soften the fence line.

The only signage identified on the site plan is a wall sign on the south building elevation. Information for sign size and illumination style was not provided. A wall sign that is no more than 50 SF with external/halo lit illumination only is allowed. Separate sign permits are required for signs.

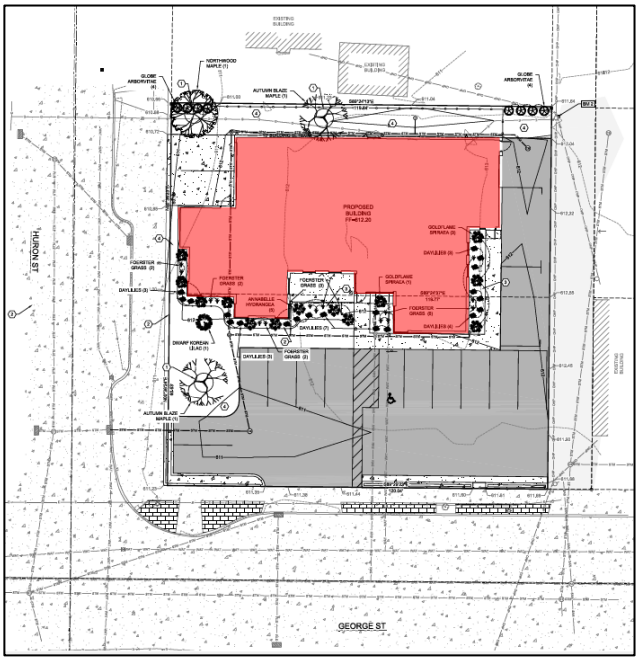
The site plan complies with the following massing and setback requirements set by the B-1 District (Code Section 14-43):

- Land Use: Business/Office (permitted)
- Lot Size: 0.3 acres (no minimum required)
- Front Yard Setback – south: ~48' (15' required)
- ***Corner Side Yard Setback – west: ~3' (15' required – see staff recommendation section of this report)***
- Interior Side Yard Setback – east: ~15.4' (15' required)
- Rear Yard Setback – north: ~10' (6' required due to buffer)
- Building Height: ~30' (Based on 2.8 max. FAR, but typically not over 35'-75')
- Landscaping: 131 new trees proposed (130 trees required)

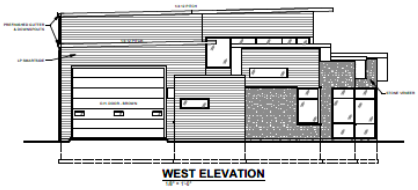
The required number of stalls is one (1) space required per 250 SF of gross floor area. The requirement is for 17 vehicles. 16 are shown outside and at least one is in the garage to meet the criteria.

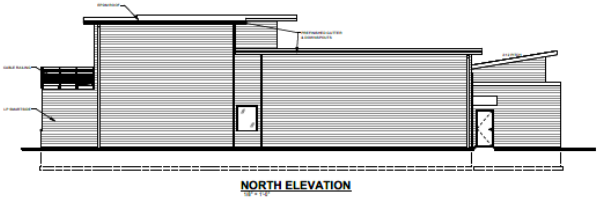
| LOCATION | EXISTING | ADDED | REQUIRED | CRITERIA MET? |
|---|---|---|---|---|
| **Employee: 1 per 250 SF** | 0 | 16 outside<br>1 garage | 17 | YES |
| **TOTAL** | **0** | **16 outside<br>1 garage** | **17** | **YES** |

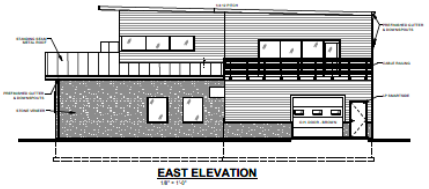
***Proposed new building (red) with landscaping:***

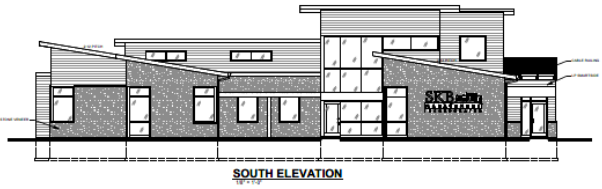



***Building façade elevations and renderings:***






**STAFF COMMENTS:**

**Engineering:**

1. Sheet C0.1: Provide owner information.
2. Sheet C1.0: East boundary line of property dimensions are not shown.
3. Sheet C2.0: Dumpster enclosure required for this site plan. Location and enclosure not shown on the plans.
4. Sheet C3.0: There is an 8-inch storm lateral stubbed out to the property line from the inlet at the parking lane on Huron Street. The lateral's invert is 606.00 at the inlet per the City's record drawings. No excavation permit would be needed to connect to this location. The current connection is ok.
5. Sheet C3.0: Make a note that an excavation permit and a concrete worker's license are required for any excavation/concrete work in the City ROW. Both can be obtained at the Public Works office 339-4061.
6. Provide water meter size for this facility.
7. Sheet C3.0: NE corner of the site, the 6KF if 6" STM is at a 1.5% not a 1.04%.
8. Sheet C4.0: Additional grading will be required on the northern property line to prevent water from crossing over onto the neighboring lot. This area can be ditched to the catch basin.
9. Sheet C5.0: Provide inlet protection on both sides of Huron and George Streets.

**Fire: None.**

**Forestry: None.**

**Health: None.**

**Planning:**

1. ***Subject to successful final approval of a repeal of Municipal Code Section 14-11. The repeal will be reviewed by Plan Commission for a recommendation on April 26, 2021 and Common Council for a decision, possibly on May 4, 2021.***
2. The two overhead doors (garage doors) on the east and west facades of the building need to remain a building complying color, as shown "brown" in the site plan.
3. The recreational vehicle parking must be for vehicle(s) related to the business use only, and not for personal recreational vehicle use/storage.
4. Clearly identify HVAC systems and verify the HVAC systems are screened from view at the property lines.

5. Any proposed fence along the north property line requires a separate permit from Inspection, and must meet the height and design requirements for fences.
6. Provide scale for the size of a wall sign on south façade of the building (square footage). Plan Commission reviews the size, location, and types of signs. One wall sign is permitted on the facade, with height, size, and illumination limitations, etc., that is reviewed by a separate sign permit through Inspection Division.
7. A landscaping buffer is required on the north side of the building with four trees. The Landscaping Plan identifies two of the trees being relocated to the southwest corner of the building because on-site utilities and off-site existing trees may prevent new trees from growing. The variation in the Landscaping Plan requires Plan Commission approval.

**Inspection:**

1. DPMC 98 building and premise signs require a separate review and permitting.
2. IBC 1111.1/111.2 Signs - Provide accessible parking signage at accessible parking spaces and passenger loading zones. Signage is not required when the total parking lot has 4 or less parking spaces. The bottom edge of accessible parking signs must be located 60 inches minimum above the level of the parking space.
3. A wrecking permit is required to tear down the existing building.
4. A separate permit is required for the proposed fence.

**REVIEW PROCESS**

For Site Plan Requests, the Plan Commission either approves or denies the project. Conditions of approval must be resolved between the petitioner and staff before a final approval memo is issued and building permits are released. This site plan is not reviewed by the Common Council.

**STAFF RECOMMENDATION:**

*Plan Commission cannot approve this site plan because the west end of the building lies within the 15' corner side yard setback,* ***HOWEVER,*** *if Plan Commission recommended an approval of a text amendment to Municipal Code Setion 14-11 (review expected on April 26, 2021), and assuming the Common Council will approve the text amendment, Plan Commission may consider recommending the following:*

Plan Commission may consider APPROVAL of the site plan request for a new 4,025 SF building at 805 George ST, subject to compliance with the conditions listed in the 'Staff Comments' section of this report.

| | | |
|---|---|---|
| DE PERE RUNS DEEPER | **CITY OF DE PERE**<br><br>**APPLICATION FOR SITE PLAN REVIEW** | **Fee:** $ 305.00<br>**Receipt #:**<br>**Date:** |

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

**SECTION 1: Applicant / Permittee Information**

| Applicant Name (Ind., Org. or Entity) | Authorized Representative | Title | |
|---|---|---|---|
| Mach IV Engineering | Robert Mach | PE | |
| **Mailing Address** | **City** | **State** | **ZIP Code** |
| 2260 Salscheider Ct. | Green Bay | WI | 54313 |
| **Email Address** | **Phone Number (incl. area code)** | **Fax Number (incl. area code)** | |
| rmach@mach-iv.com | 920-569-5765 | 920-569-5767 | |

**SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)**

| Name (Ind. Org. or Entity) | Contact Person | Title | |
|---|---|---|---|
| Office Harmony LLC | Karen Classon | Owner | |
| **Mailing Address** | **City** | **State** | **ZIP Code** |
| 801 Heritage Rd | De Pere | WI | 54115 |
| **Email Address** | **Phone Number (incl. area code)** | **Fax Number (incl. area code)** | |
| karen@skbmanagement.com | 920-983-8189 | | |

**SECTION 3: Project or Site Location**

| Project Address/Description | Parcel No. |
|---|---|
| 805 George St | ED-1067 |

**SECTION 4: Project Information**

| | | | |
|---|---|---|---|
| Existing Zoning: | B-1 Central Business | | |
| Present Use of Parcel: | Vacant, formerly Pedretti Yoga | | |
| Proposed Use of Parcel: | Office building for SKB Management | | |
| Estimated Start Date: | April 15, 2021 | Estimated Completion Date: | December 1, 2021 |

Please submit 1 hard copy 24x36, 1 hard copy 11x17 and 1 PDF copy of the submittal.

**SECTION 5: Certification and Permission**

**Certification**: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

| Name of Owner/Authorized Representative (please print) | Title | Phone Number |
|---|---|---|
| | | |
| **Signature of Applicant** | | **Date Signed** |
| | | |

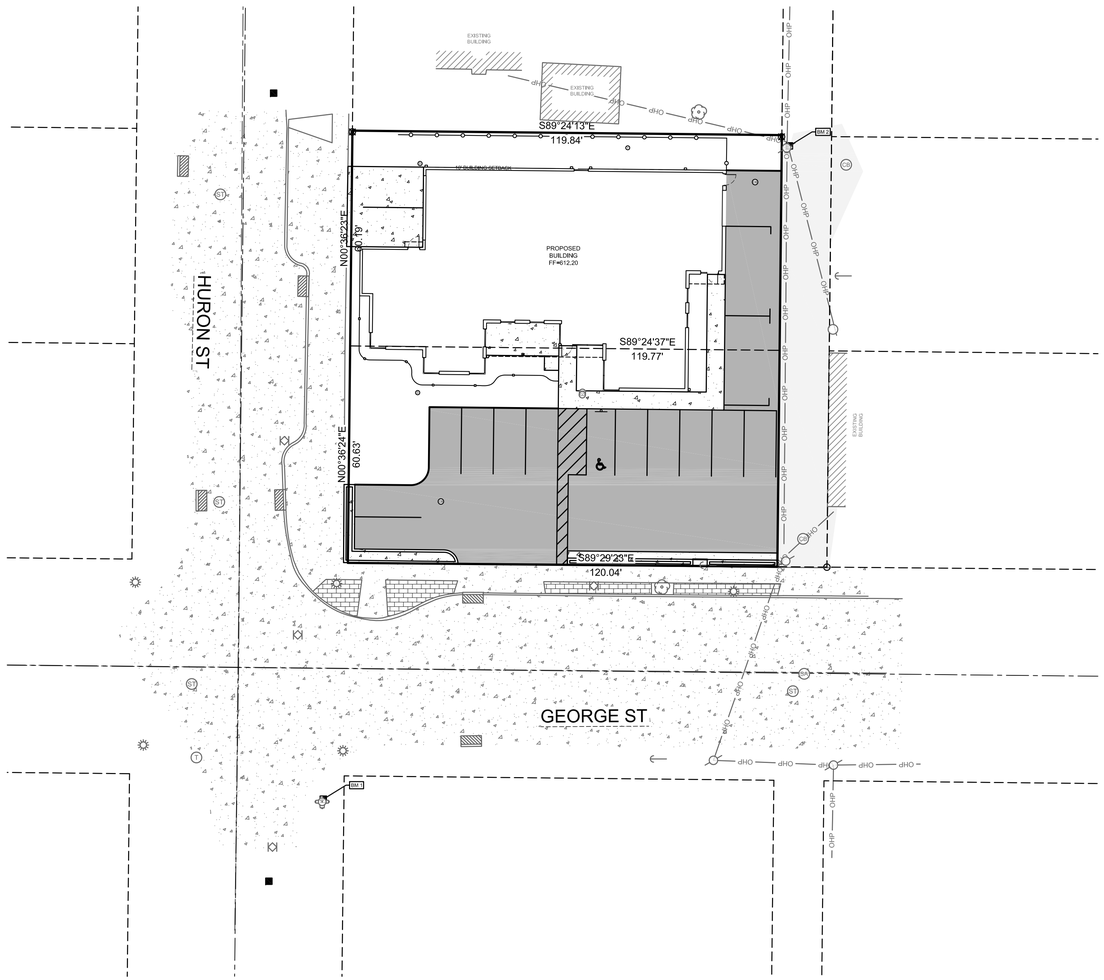
| **TO BE COMPLETED BY CITY STAFF** | |
|---|---|
| CSM Review authorized by the De Pere Municipal Code, Chapter 46. | |

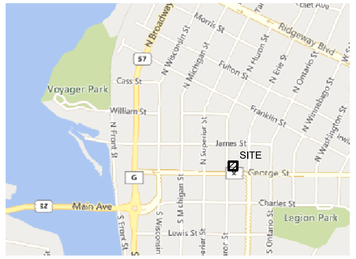
SKB Management, 805 George St. Narrative

SKB Management proposes to raze the existing building at 805 George Street and construct a new office building. The site will be completely reconstructed as a result of this project. The site falls below the threshold for quantitative stormwater controls. The site will reduce stormwater discharge volume by reducing the impervious area from existing to proposed by nearly 10%. The existing site sheet drains directly offsite to adjacent properties and right of way. The proposed site will collect the majority of the runoff from the site and discharge to an existing curb inlet. There will be 2 sumped catchbasins on site to catch grit and improve stormwater quality. A yard drain has been added near the north property line to accept surface runoff from the adjacent lot.

The buffer yard requirements would require 4 trees along the north property line. This is difficult to achieve due to existing utilities and trees on the neighboring property. Two new trees are proposed along the north property line on the Huron Street side, but as we get to the back by the alley there are utility conflicts above and below ground and the area is crowded by the neighbors garage. We can add two more in this area but we do not know how well they would survive there with the structures and the neighbor's mature trees. We propose to add 2 trees in the greenspace along Huron to make up for the missing 2 along the property as shown on the landscape plan.

No outside storage is planned for this site. The signage will be submitted as a separate submittal by the sign company. Any signage shown on the renderings is conceptual only. A two way mountable curb barrier is proposed to separate the proposed parking area from the sidewalk. There will not be a dumpster enclosure on this site. Refuse and recyclables will be stored inside in wheeled residential style bins that will be wheeled out for collection.




LOCATION MAP

805 GEORGE STREET
DE PERE, WI 54115

NOT TO SCALE

# COVER SHEET

| Benchmarks | | |
|---|---|---|
| Label | Elevation | Description |
| BM 1 | 613.06 | HYDRANT BURY BOLT |
| BM 2 | 613.68 | NAIL IN POWER POLE |

## LEGAL DESCRIPTION

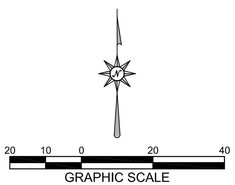
ALL OF LOTS 7 AN 8 OF BLOCK 44 OF THE RECORDED "PLAT OF DEPERE", LOCATED IN PRIVATE CLAIM 32, EAST SIDE OF THE FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.

## CIVIL SHEETS INDEX


C0.1 COVER SHEET
C1.0 DEMOLITION PLAN
C2.0 SITE PLAN
C3.0 UTILITY PLAN
C4.0 GRADING PLAN
C5.0 EROSION CONTROL PLAN
C5.1 EROSION CONTROL DETAILS
C6.0 SITE DETAILS
L1.0 LANDSCAPE PLAN


## CIVIL GENERAL NOTES:

1. SURVEY WAS PERFORMED BY MACH IV ENGINEERING & SURVEYING LLC FEBRUARY 10 - 11, 2021.
2. SURVEY VERTICAL DATUM IS NAVD88.
3. THIS SURVEY DOES NOT GUARANTEE THE EXISTENCE/ NON-EXISTENCE, SIZE, TYPE OR LOCATION OF UNDERGROUND UTILITIES. UTILITIES SHOWN ARE BASED ON ABOVEGROUND UTILITY STRUCTURES (I.E. VALVES, MANHOLES ETC.), AND AVAILABLE UTILITY MAPS AND PLANS.
4. UNLESS OTHERWISE INDICATED, ALL EXISTING STRUCTURES AND FACILITIES SHALL REMAIN.
5. PROVIDE TURF, AS SPECIFIED TO ALL DISTURBED AREAS NOT RECEIVING PAVEMENTS, CURBS, SIDEWALKS, BUILDINGS, OR LANDSCAPING, WITHIN THE LIMITS OF CONSTRUCTION.
6. NO LAND DISTURBING ACTIVITIES SHALL TAKE PLACE UNTIL ALL TEMPORARY SOIL EROSION DEVICES ARE INSTALLED.
7. ALL GRADE TRANSITIONS BETWEEN NEW AND EXISTING SHALL BE SMOOTH AND GRADUAL WITH NO SHARP OR ABRUPT CHANGES.
8. COORDINATE THE WORK OF ALL TRADES - VERIFY ALL FIELD CONDITIONS, QUANTITIES AND DIMENSIONS PRIOR TO COMMENCEMENT OF WORK. ANY DISCREPANCIES SHALL BE PROMPTLY BROUGHT TO THE ATTENTION OF THE ARCHITECT.
9. EXECUTE ALL WORK WITH CARE AS TO PROTECT FROM DAMAGE ADJACENT EXISTING FEATURES TO REMAIN. ANY SUCH DAMAGE SHALL BE REPAIRED OR REPLACED TO MATCH THE ORIGINAL CONDITION AS APPROVED BY THE ARCHITECT.
10. UNLESS REFERRED TO, OR INDICATED AS "EXISTING", ALL WORK SHOWN ON THESE DRAWINGS SHALL BE CONSIDERED AS NEW AND PROVIDED UNDER THIS CONTRACT.
11. FINISHED GRADE OF TOPSOIL (AFTER COMPACTION) SHALL BE 1/2" TO 1" BELOW TOP OF ABUTTING PAVEMENTS, SIDEWALKS, AND CURBING.
12. NO DISTURBANCE SHALL OCCUR OUTSIDE OF SITE LIMITS.
13. GENERAL CONTRACTOR SHALL OBTAIN APPROVAL FROM OWNER AND MUNICIPALITY PRIOR TO ANY LAND DISTURBANCE OUTSIDE THE CONSTRUCTION LIMITS.
14. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING WORK IN RIGHT OF WAY PERMITS.
15. NO HAZARDOUS MATERIALS WILL BE STORED ON-SITE.
16. FOR LEGEND AND ABBREVIATIONS SEE SHEET C0.1.
17. FOR EROSION CONTROL PLAN AND NOTES SEE SHEET C5.0 AND C5.1.
18. FOR NOTES SHOWN THUS, "(1)", SEE SHEET KEY NOTES, ON SHEET THEY APPEAR.




## CIVIL LEGEND

| | EXISTING | PROPOSED |
|---|---|---|
| CABLE PEDESTAL | C | |
| ELECTRIC METER | | |
| ELECTRIC PEDESTAL | E | |
| GUY WIRE | | |
| LIGHT POLE | | |
| POWER POLE | | |
| GAS METER | | |
| GAS VALVE | | |
| BOLLARD | | |
| HANDICAP PARKING | | |
| SANITARY CLEANOUT | | |
| SANITARY MANHOLE | SA | SA |
| CATCH BASIN | CB | CB |
| CULVERT | | |
| DOWNSPOUT | | |
| INLET | | |
| INLET 2' X 2' | | |
| STORM CLEANOUT | | |
| STORM MANHOLE | ST | ST |
| FIBER OPTIC PEDESTAL | FO | |
| SIGN | | |
| FIRE HYDRANT | | |
| WATER SHUT OFF | | |
| WATER VALVE | | |

| | EXISTING | PROPOSED |
|---|---|---|
| EVERGREEN SHRUB | | |
| EVERGREEN TREE | | |
| TREE | | |
| TREE SHRUB | | |
| BUILDING OVERHANG | | |
| UNDERGROUND CABLE | C | |
| OVERHEAD WIRE | OHP | |
| UNDERGROUND ELECTRIC | E | |
| GAS | G | |
| LANDSCAPE | | |
| FENCE | | |
| GUARDRAIL | | |
| CENTERLINE | | |
| CURB | | |
| PARKING STRIPE | | |
| SANITARY SEWER | SAN | SAN |
| CULVERT | CLVRT | CLVRT |
| STORM SEWER | STM | STM |
| FIBER OPTIC | FO | |
| WOOD LINE | | |
| RETAINING WALL | | |
| WATERMAIN | WAT | WAT |
| CONTOUR MAJOR | 600 | 600 |
| CONTOUR MINOR | 602 | 602 |

| | EXISTING | PROPOSED |
|---|---|---|
| STANDARD DUTY ASPHALT | | |
| HEAVY DUTY ASPHALT | | |
| BUILDING | | |
| ASPHALT | | |
| CONCRETE | | |
| GRAVEL | | |
| LANDSCAPE WOOD MULCH | | |
| LANDSCAPE STONE MULCH | | |

## ABBREVIATIONS

| | |
|---|---|
| Ø | DIAMETER |
| AC | ACRE |
| AEW | APRON END WALL |
| ASTM | AMERICAN SOCIETY FOR TESTING AND MATERIALS |
| BM | BENCHMARK |
| C | CABLE |
| CB | CATCH BASIN |
| CI | CURB INLET |
| CMP | CORRUGATED METAL PIPE |
| CO | CLEAN OUT |
| CSM | CERTIFIED SURVEY MAP |
| C.T.H | COUNTY TRUNK HIGHWAY |
| DIA | DIAMETER |
| DOT | DEPARTMENT OF TRANSPORTATION |
| E | EAST |
| E | ELECTRIC (BURIED) |
| EL | ELEVATION |
| FDM | FACILITIES DEVELOPMENT MANUAL |
| FFE | FIRST FLOOR ELEVATION |
| FL | FLOW LINE |
| FO | FIBER OPTIC |
| FT | FEET |
| G | GAS |
| G.F.E. | GROUND FLOOR ELEVATION |
| GR | GRADE |
| HDPE | HIGH DENSITY POLYETHYLENE |
| INL | INLET |
| INV | INVERT |
| M | METER |
| MAX | MAXIMUM |
| MH | MANHOLE |
| MIN | MINIMUM |
| mm | MILLIMETER |
| N | NORTH |
| NE | NORTHEAST |
| OC | ON CENTER |
| OD | OUTSIDE DIAMETER |
| OHP | OVER HEAD POWER |
| OL | OUTLOT |
| PSI | POUNDS PER SQUARE INCH |
| PVC | POLYVINYL CHLORIDE |
| R | RADIUS |
| RAD | RADIUS |
| RCP | REINFORCED CONCRETE PIPE |
| REQ | REQUIRED |
| S | SOUTH |
| SA | SANITARY |
| SAN | SANITARY |
| SCHD | SCHEDULE |
| S.D. | SUMP DEPTH |
| SQ | SQUARE |
| ST | STORM |
| S.T.H. | STATE TRUNK HIGHWAY |
| STM | STORM |
| T | TELEPHONE |
| T/C | TOP OF CURB |
| U.S.H. | UNITED STATES HIGHWAY |
| V | VARIES |
| W | WEST |
| WAT | WATER |
| WI | WISCONSIN |
| WisDOT | WISCONSIN DEPARTMENT OF TRANSPORTATION |

## DIGGERS HOTLINE

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WISCONSIN STATUTE 182.0175 (1974) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE

THE LOCATIONS OF THE EXISTING UTILITY INSTALLATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.


MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21



Keller
PLANNERS | ARCHITECTS | BUILDERS
FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004
MADISON
711 Lois Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337
MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740
WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181
www.kellerbuilds.com


PROPOSED: SKB MANAGEMENT WISCONSIN
805 GEORGE STREET
DE PERE


"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.


REVISIONS

NOT FOR CONSTRUCTION

PRELIMINARY - NOT FOR CONSTRUCTION

PROJECT MANAGER: PM
DESIGNER: R. MACH
DRAWN BY: RPH
EXPEDITOR: ---
SUPERVISOR: ----
PRELIMINARY NO: PN
CONTRACT NO. -
DATE: 03-01-2021
SHEET: C0.1

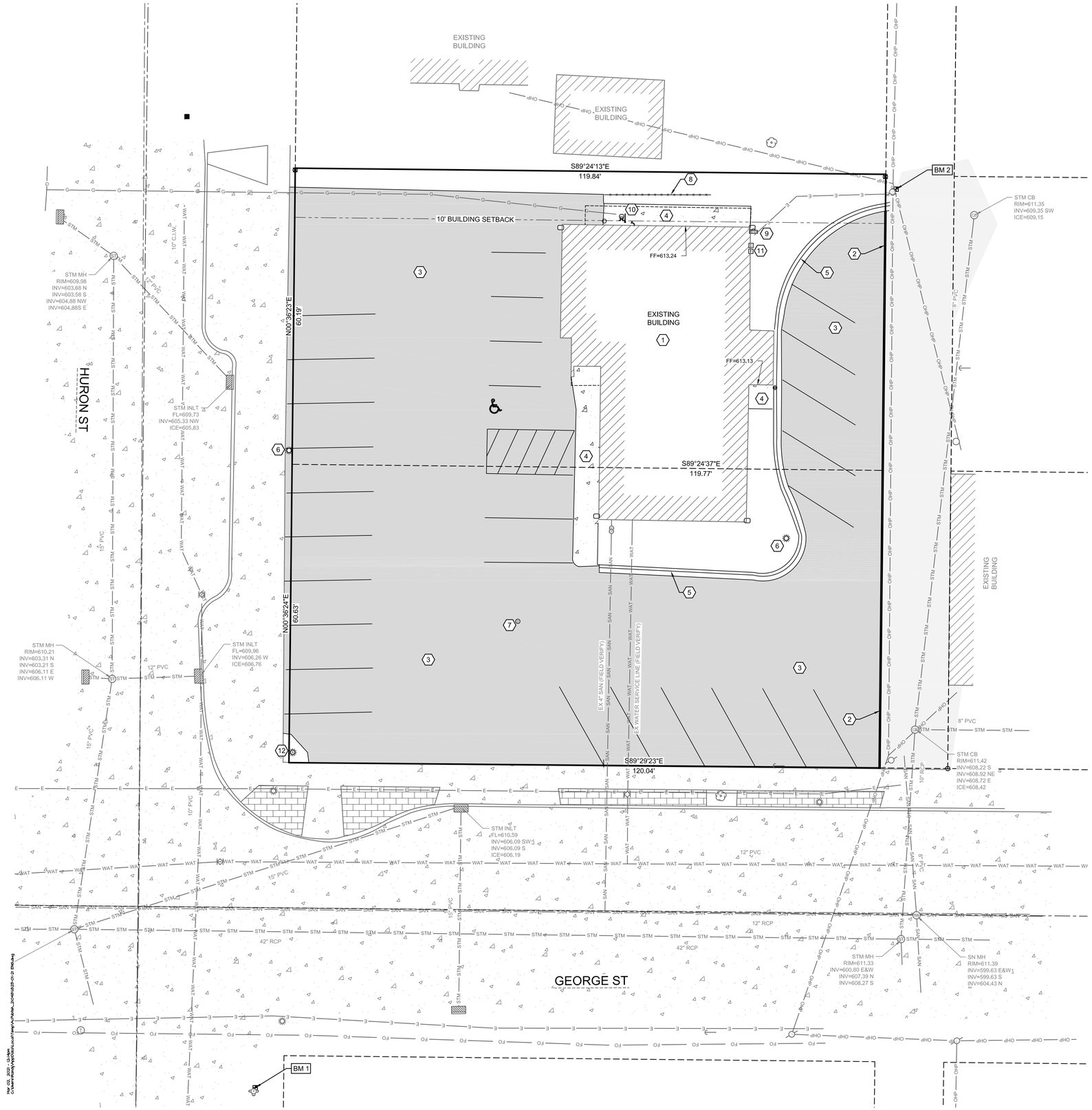
Mar 02, 2021 - 12:14pm
C:\Users\RMach\Mach\Projects\Civil\Temp\Acad\Mach_20240829-01-2 BNS.dwg

# DEMOLITION PLAN

| Benchmarks | | |
|---|---|---|
| Label | Elevation | Description |
| BM 1 | 613.06 | HYDRANT BURY BOLT |
| BM 2 | 613.68 | NAIL IN POWER POLE |

## SHEET KEY NOTES:

1. RAZE BUILDING AND FOUNDATION
2. SAW CUT PAVEMENT AT PROPERTY LINE
3. REMOVE ASPHALT
4. REMOVE CONCRETE
5. REMOVE CURB AND GUTTER
6. REMOVE LIGHT POLE AND BASE
7. REMOVE STORM CLEAN OUT AND BULKHEAD PIPE
8. REMOVE FENCE
9. COORDINATE REMOVAL / RELOCATION OF ELECTRICAL WITH UTILITY OWNER
10. COORDINATE REMOVAL / RELOCATION OF GAS WITH UTILITY OWNER
11. COORDINATE REMOVAL / RELOCATION OF COMMUNICATION LINES WITH UTILITY OWNER
12. REMOVE LIGHT POLE BASE




10 5 0 10 20
GRAPHIC SCALE


Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com


PROPOSED:
# SKB MANAGEMENT
805 GEORGE STREET
DE PERE WISCONSIN


"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.


REVISIONS

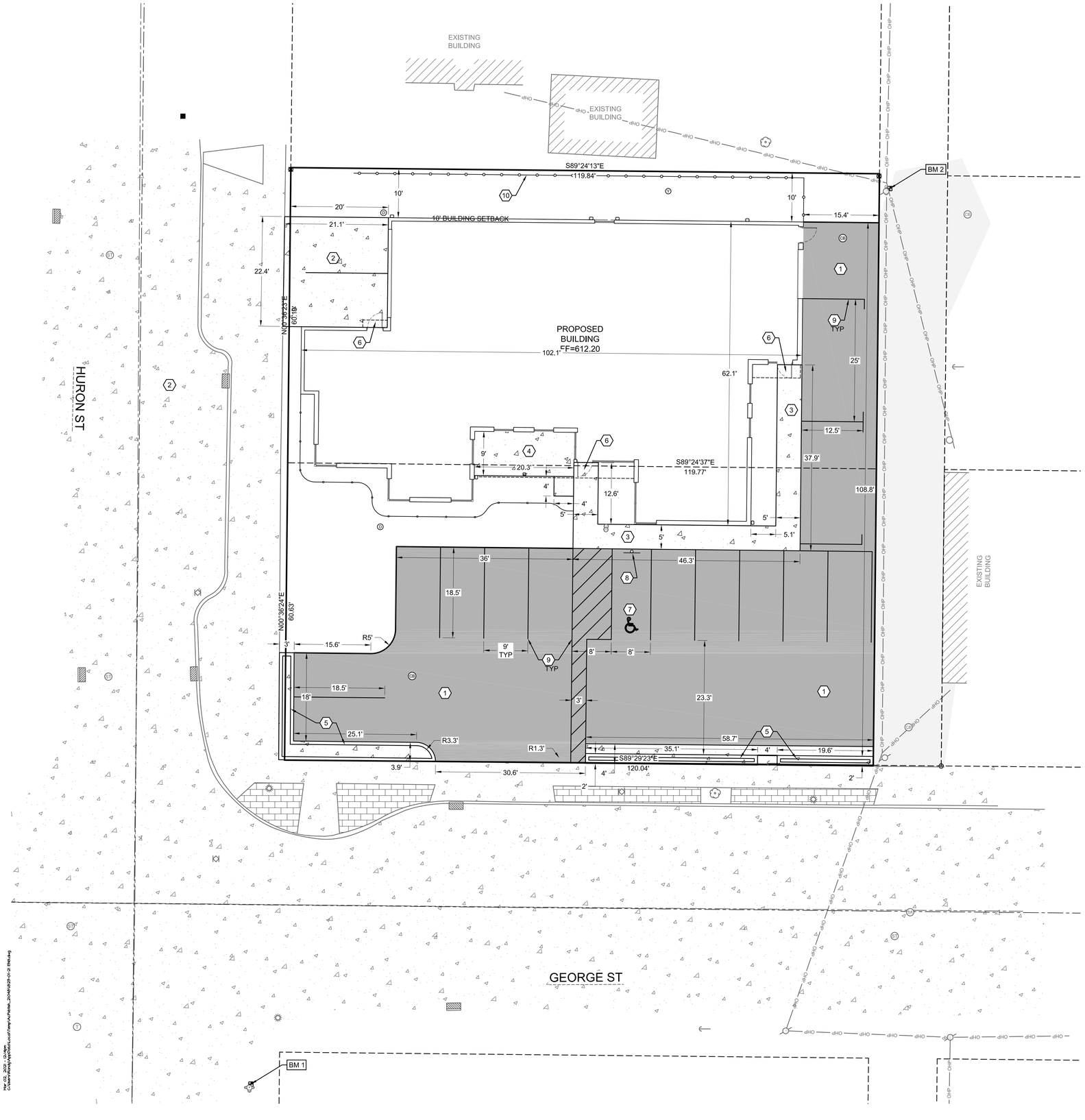
NOT FOR CONSTRUCTION

PROJECT MANAGER: PM
DESIGNER: R. MACH
DRAWN BY: RPH
EXPEDITOR: ---
SUPERVISOR: ----
PRELIMINARY NO: PN
CONTRACT NO. -
DATE: 03-01-2021
SHEET: C1.0

PRELIMINARY - NOT FOR CONSTRUCTION


MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21

# SITE PLAN

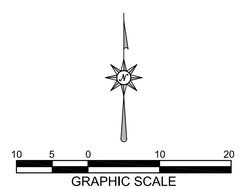



## SHEET KEY NOTES:

1. STANDARD DUTY ASPHALT; SEE DETAIL A SHEET C6.0
2. CONCRETE PAVEMENT; SEE DETAIL B SHEET C6.0
3. CONCRETE SIDEWALK; SEE DETAIL C SHEET C6.0
4. CONCRETE PATIO; SEE DETAIL D SHEET C6.0
5. CONCRETE CURB; SEE DETAIL E SHEET C6.0
6. STOOP LOCATION; REFER TO ARCHITECTURAL DRAWINGS
7. ADA HANDICAP STALL; SYMBOL
8. ADA HANDICAP SIGN; SEE DETAIL F SHEET C6.0
9. 4" WIDE PAINT STRIPE; COLOR BY OWNER
10. BOARD ON BOARD FENCE BY OWNER

## SITE STATISTICS

| | |
|---|---|
| PARCEL ADDRESS: | 805 GEORGE STREET |
| PARCEL NUMBER: | ED-1067 |
| PARCEL SIZE: | 14,493 (0.332 AC) |
| ZONING: | B-1, CENTRAL BUSINESS |
| **EXISTING SITE** | |
| GREEN SPACE: | 1,453 SF (10.0%) |
| IMPERVIOUS AREA | |
| BUILDING: | 2,083 SF (14.4%) |
| PAVEMENT: | 10,957 SF (75.6%) |
| TOTAL IMPERVIOUS: | 13,040 SF (90.0%) |
| **PROPOSED SITE** | |
| TOTAL DISTURBED AREA: | 14,662 SF (0.337 AC) |
| GREEN SPACE PROVIDED: | 2,825 SF (19.5%) |
| IMPERVIOUS AREA | |
| BUILDING: | 4,770 SF (32.9%) |
| PAVEMENT: | 6,898 SF (47.6%) |
| TOTAL IMPERVIOUS: | 11,668 SF (80.5%) |
| **PARKING PROVIDED** | |
| PARKING SPACES REQ'D/CALCS: | 1 STALL / 250 SF<br>4,025 SF / 250 SF = 16 STALLS |
| PARKING SPACES PROVIDED: | 16 STALLS PROVIDED, INCLUDES 1 ADA HANDICAP STALL |
| **FLOOR AREA RATION (FAR)** | |
| FAR MAXIMUM: | 2.8<br>4,770 SF + 843 SF / 14,493 SF |
| FAR PROVIDED: | 0.39 |




MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21

Keller
PLANNERS | ARCHITECTS | BUILDERS
FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004
MADISON
711 Lois Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337
MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740
WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181
www.kellerbuilds.com

PROPOSED: **SKB MANAGEMENT** WISCONSIN
805 GEORGE STREET
DE PERE

"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

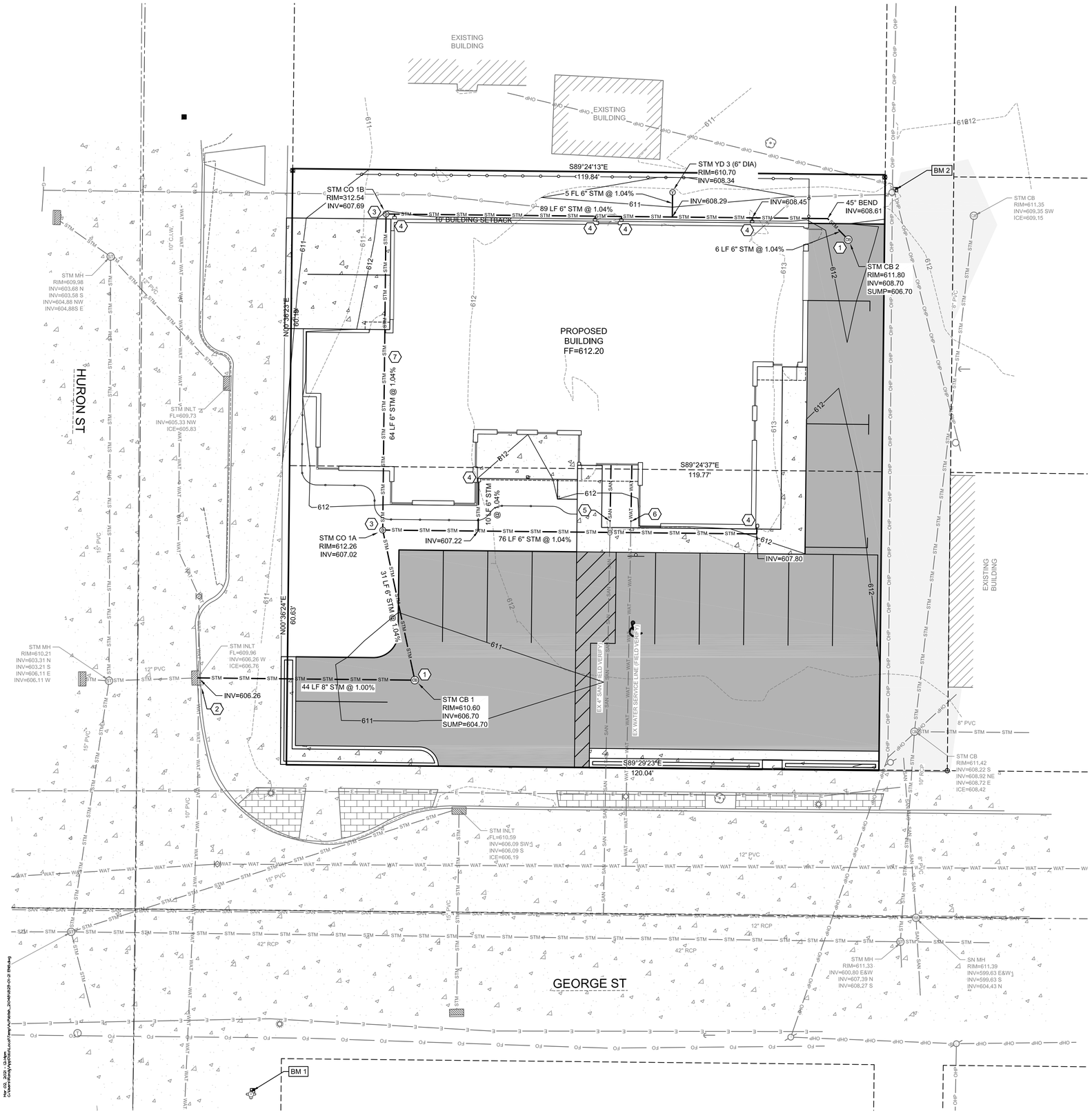
NOT FOR CONSTRUCTION

PRELIMINARY - NOT FOR CONSTRUCTION

| | |
|---|---|
| PROJECT MANAGER: | PM |
| DESIGNER | R. MACH |
| DRAWN BY: | RPH |
| EXPEDITOR: | --- |
| SUPERVISOR: | ---- |
| PRELIMINARY NO: | PN |
| CONTRACT NO. | - |
| DATE: | 03-01-2021 |
| SHEET: | C2.0 |

# UTILITY PLAN

| Benchmarks | | |
|---|---|---|
| Label | Elevation | Description |
| BM 1 | 613.06 | HYDRANT BURY BOLT |
| BM 2 | 613.68 | NAIL IN POWER POLE |




## SHEET KEY NOTES:

1. STORM CATCH BASIN, 36" DIAMETER; SEE DETAIL G SHEET C6.0
2. CONNECT TO EXISTING STORM INLET
3. STORM CLEANOUT; SEE DETAIL H SHEET C6.0, CLEANOUTS TO BE LOCATED NO MORE THAN 100 FEET APART
4. DOWNSPOUT, CONNECT TO STORM LINE; SEE DETAIL I SHEET C6.0
5. CONNECT TO EXISTING 4" SANITARY SEWER SERVICE LINE AND EXTEND TO BUILDING FOUNDATION, COORDINATE CONNECTION TO BUILDING WITH BUILDING PLUMBER; FIELD VERIFY INVERT
6. CONNECT TO EXISTING WATER SERVICE LINE AND EXTEND TO BUILDING FOUNDATION, COORDINATE CONNECTION TO BUILDING WITH BUILDING PLUMBER
7. ALL STORM UNDER BUILDING SHALL BE SCHEDULE 40 PVC

## UTILITY NOTES:

1. SANITARY LATERAL SHALL BE PVC SDR 35 (ASTM D-3034) OR SCH 40. SCH 40 TO BE USED UNDER THE BUILDING.
2. WATER SERVICE SHALL BE COPPER, C900 PVC OR HDPE. ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE ENCASED IN POLYETHYLENE WRAP.
3. ALL SERVICE LATERALS SHALL HAVE TRACER WIRE.
4. ALL WORK SHALL CONFORM TO THE MOST RECENT EDITION OF "STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN" AND THE MUNICIPALITY'S STANDARD SPECIFICATIONS.
5. WATER LINE THRUST RESTRAINTS (NOT SHOWN FOR CLARITY) SHALL BE PROVIDED AS SPECIFIED FOR CONCRETE THRUST BLOCKS.
6. STORM SEWER SHALL BE PVC SDR 35 (ASTMD-3034) OR SCH 40. SCH 40 TO BE USED UNDER THE BUILDING.
7. NOTIFY THE MUNICIPALITY THREE WORKING DAYS PRIOR TO WORK IN THE RIGHT OF WAY.
8. CONNECTIONS TO MUNICIPALITY SYSTEMS SHALL BE IN ACCORDANCE WITH THEIR STANDARD SPECIFICATIONS.

10 5 0 10 20
GRAPHIC SCALE

MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21

Keller
PLANNERS | ARCHITECTS | BUILDERS
FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004
MADISON
711 Lois Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337
MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740
WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181
www.kellerbuilds.com

PROPOSED: **SKB MANAGEMENT** WISCONSIN
805 GEORGE STREET
DE PERE

"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

**REVISIONS**

NOT FOR CONSTRUCTION

PRELIMINARY - NOT FOR CONSTRUCTION

| | |
|---|---|
| PROJECT MANAGER: | PM |
| DESIGNER | R. MACH |
| DRAWN BY: | RPH |
| EXPEDITOR: | --- |
| SUPERVISOR: | ---- |
| PRELIMINARY NO: | PN |
| CONTRACT NO. | - |
| DATE: | 03-01-2021 |
| SHEET: | C3.0 |

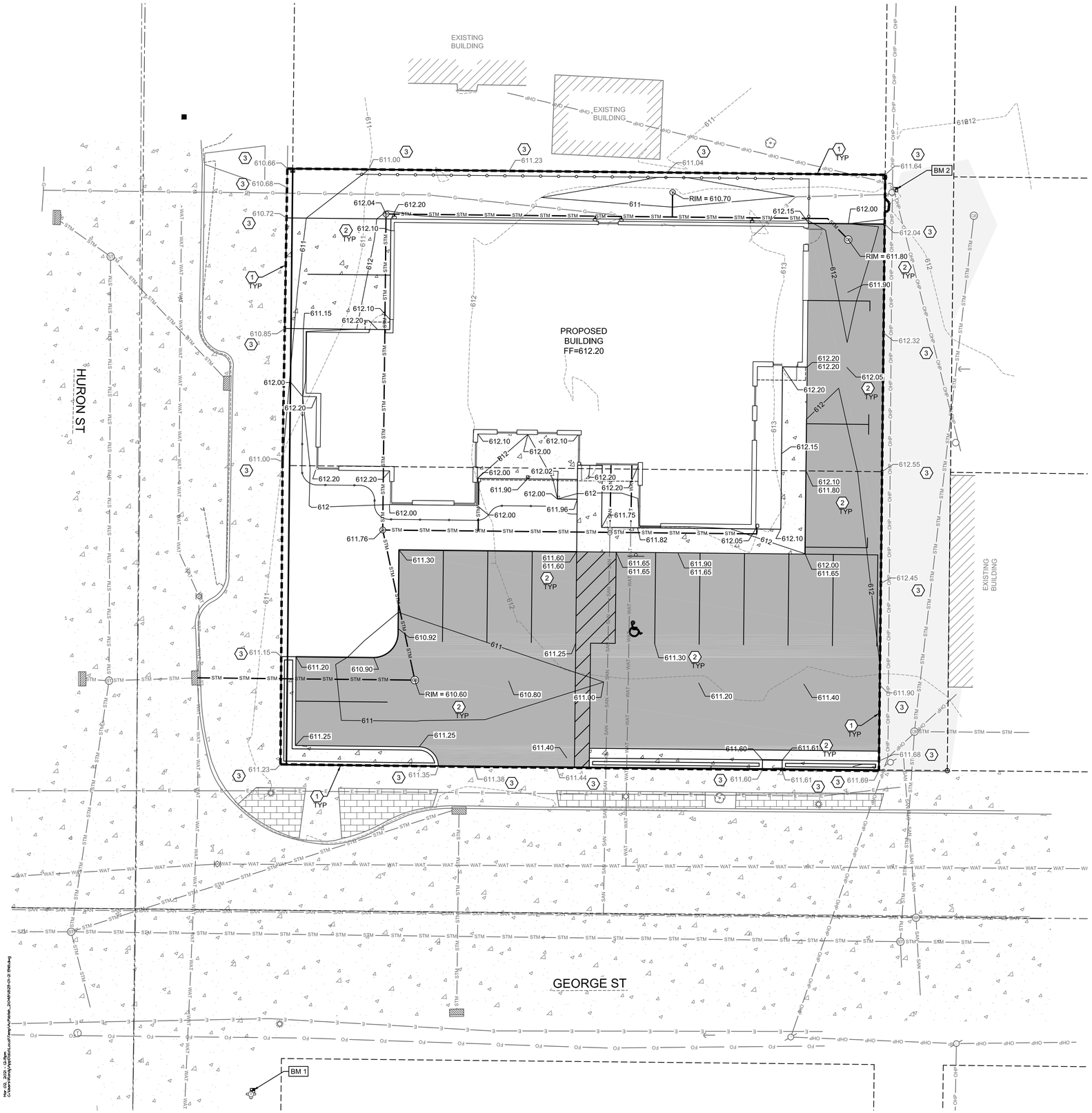
Mar 02, 2021 - 12:44pm
C:\Users\RMach\MyFiles\Local Files\Archicad_20-04\0528-20-25 Bldg.pln

# GRADING PLAN

| Benchmarks | | |
|---|---|---|
| Label | Elevation | Description |
| BM 1 | 613.06 | HYDRANT BURY BOLT |
| BM 2 | 613.68 | NAIL IN POWER POLE |

## SHEET KEY NOTES:

1. CONSTRUCTION / GRADING LIMITS
2. SPOT GRADE; SEE DETAIL A THIS SHEET
3. MATCH EXISTING GRADE




GRAPHIC SCALE
10 5 0 10 20


MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21



Keller
PLANNERS | ARCHITECTS | BUILDERS
FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004
MADISON
711 Lols Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337
MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740
WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181
www.kellerbuilds.com


PROPOSED: SKB MANAGEMENT WISCONSIN
805 GEORGE STREET
DE PERE


"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

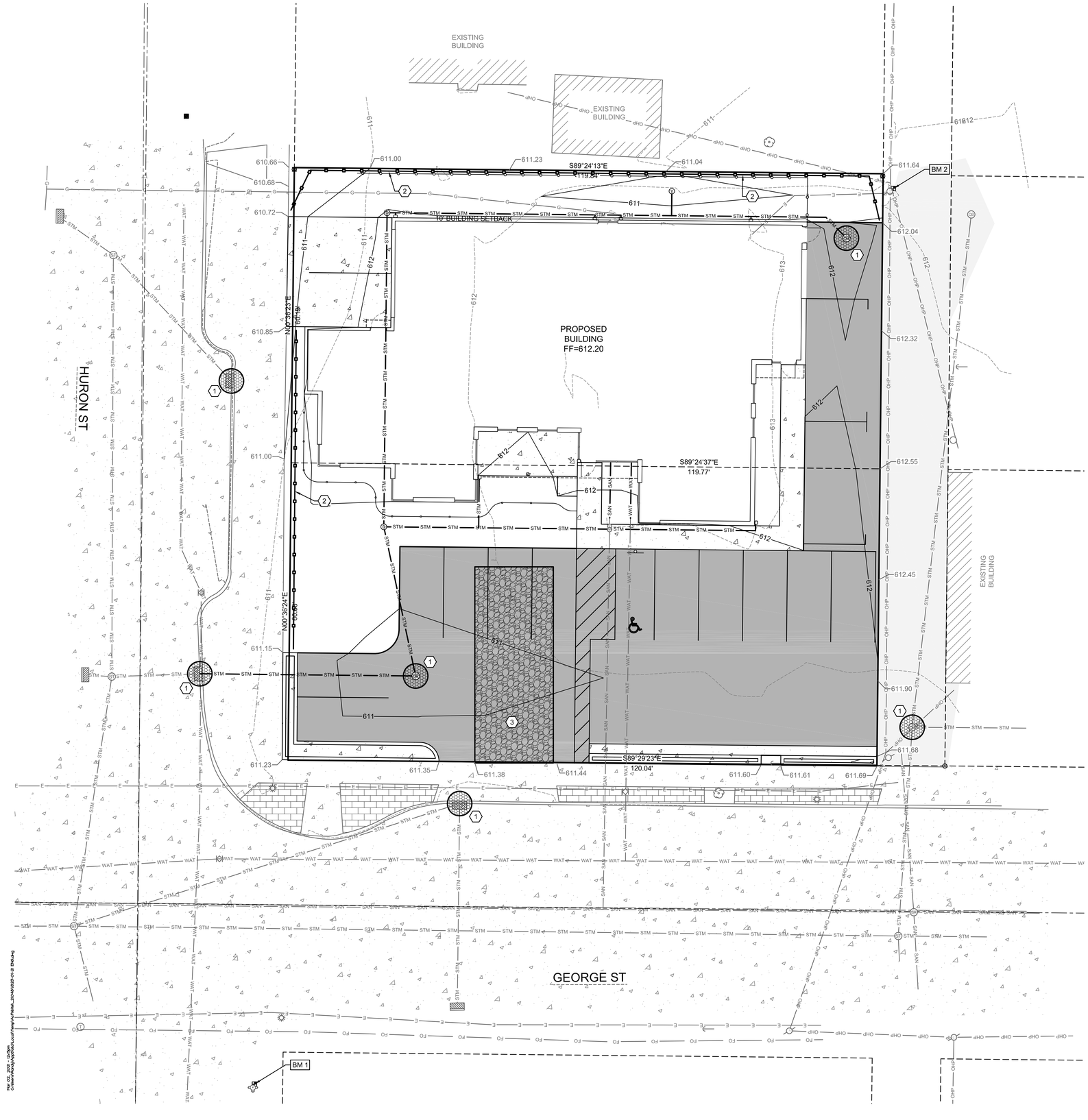

REVISIONS

NOT FOR CONSTRUCTION

PRELIMINARY - NOT FOR CONSTRUCTION

PROJECT MANAGER: PM
DESIGNER: R. MACH
DRAWN BY: RPH
EXPEDITOR: ---
SUPERVISOR: ----
PRELIMINARY NO: PN
CONTRACT NO. -
DATE: 03-01-2021
SHEET: C4.0

# EROSION CONTROL PLAN




## SHEET KEY NOTES:

1. INLET PROTECTION; SEE DETAIL A SHEET C5.1
2. SILT FENCE; SEE DETAIL B SHEET C5.1
3. STONE TRACKING PAD; SEE DETAIL C SHEET C5.1

## CONSTRUCTION SEQUENCE:

SPRING 2021 TO FALL 2021

- INSTALL EROSION CONTROL DEVICES IN ACCORDANCE WITH THE WDNR TECHNICAL STANDARDS AND STORMWATER MANAGEMENT PLAN. - 4/21
- STRIP TOPSOIL WITHIN GRADING LIMITS - 5/21
- CONSTRUCT BUILDING - 5/21 THRU 9/21
- ROUGH GRADE SITE - 8/21
- INSTALL SITE UTILITIES
- INSTALL BASE COURSE - 8/21
- TOPSOIL, SEED, FERTILIZE AND MULCH/EROSION MAT -9/21
- INSTALL PAVEMENT - 9/21
- RE-SEED ANY UNVEGETATED AREAS - 11/21
- REMOVE EROSION CONTROL BMPS UPON SITE STABILIZATION - 11/21

## PLANNED EROSION CONTROL PRACTICES:

1. SILT FENCE (TECH. STANDARD 1056)
   SILT FENCING WILL BE REQUIRED DOWNSLOPE OF ALL DISTURBED AREAS, INCLUDING ANY DISTURBED AREAS OF THE INDIVIDUAL LOTS, AND WHERE NOTED ON THE SITE PLAN. IF THE SILT FENCE IS LOCATED IN A CHANNELIZED AREA, TWO CONSECUTIVE SILT FENCES WILL BE INSTALLED, OR ONE STRAW BALE FENCE WILL BE INSTALLED.
2. INLET PROTECTION (TECH STANDARD 1060)
   INLET PROTECTION SHALL BE INSTALLED AT ALL EXISTING AND PROPOSED STORM DRAIN INLETS ON THE PROJECT SITE AND IMMEDIATELY DOWN STREAM FROM ANY DISTURBED AREAS.
3. DUST CONTROL (TECH STANDARD 1068)
   DUST CONTROL SHALL BE IMPLEMENTED IN ACCORDANCE WITH THE ABOVE MENTIONED TECHNICAL STANDARD. WHERE POSSIBLE DUST CONTROL SHALL BE WISDOT TYPE B SOIL STABILIZER OR TEMPORARY SEED.
4. STOCKPILED TOPSOIL/TEMPORARY FILL PILES
   SILT FENCING OR STRAW BALE FENCING WILL BE REQUIRED AROUND ALL STOCKPILED TOPSOIL OR TEMPORARY FILL PILES. SOIL PILES OF MORE THAN 10 CUBIC YARDS THAT WILL BE IN EXISTENCE FOR MORE THAN 7 DAYS SHALL BE SEEDED AND/OR MULCHED TO PROVIDE VEGETATIVE COVER AND SHALL USE SILT FENCING OR STRAW BALES FENCING UNTIL THE VEGETATION IS ESTABLISHED.
5. TEMPORARY CONSTRUCTION ENTRANCE/EXIT (TECH. STANDARD 1057)
   A NEW GRAVEL CONSTRUCTION ENTRANCE WILL BE INSTALLED AT ALL CONSTRUCTION ACCESS POINTS TO PREVENT SEDIMENT FROM TRACKING ONTO THE ROADWAYS.
6. EROSION CONTROL MATS (TECH. STANDARD 1053)
   EROSION CONTROL MATS WILL BE INSTALLED IN AREAS AS SHOWN ON THE SITE PLAN, AND IN ALL OTHER AREAS WHERE EXCESSIVE EROSION IS TAKING PLACE. INSTALLATION WILL FOLLOW MANUFACTURER'S RECOMMENDATIONS FOR PLACEMENT AND STAPLING.
7. DEWATERING (TECH STANDARD 1061)
   SHOULD DEWATERING BE REQUIRED FOR INSTALLATION OF PLANNED IMPROVEMENTS, SEDIMENT SHALL BE REMOVED FROM WATER GENERATED DURING DEWATERING ACTIVITIES PRIOR TO DISCHARGING OFF-SITE OR TO WATERS OF THE STATE.

## MAINTENANCE PLAN:

1. ALL EROSION CONTROL AND STORM WATER MANAGEMENT PRACTICES WILL BE CHECKED FOR STABILITY AND OPERATION EVERY 7 DAYS AND WITHIN 24 HOURS OF A STORM PRODUCING AT LEAST 0.5 INCHES OF RAINFALL. ANY NEEDED REPAIRS WILL BE MADE IMMEDIATELY TO MAINTAIN ALL PRACTICES AS DESIGNED. ALSO, ANY SEDIMENT THAT HAS BEEN DEPOSITED OFF-SITE FROM THIS CONSTRUCTION PROJECT SHALL BE CLEANED UP IMMEDIATELY.
2. REMOVE SEDIMENT FROM BEHIND ANY SILT FENCE WHEN IT HAS ACCUMULATED TO A DEPTH OF ½ FENCE HEIGHT OR MORE. WHEN THE FENCE CAN NO LONGER FILTER WATER OR TRAP SEDIMENT, REPAIR THE SILT FENCE TO PROVIDE AN EFFECTIVE BARRIER.
3. ALL SEEDED AREAS, INCLUDING THE GRASS LINED CHANNELS, WILL BE RESEEDED AND MULCHED AS NECESSARY TO MAINTAIN A VIGOROUS, DENSE VEGETATIVE COVER.
4. ANY UNPROTECTED DRAINAGE DITCHES EXPERIENCING EXCESSIVE EROSION AND CHANNEL DEGRADATION DUE TO HIGH RUNOFF VOLUMES WILL BE REGRADED AND COVERED WITH A BIODEGRADABLE EROSION CONTROL MAT. INSTALLATION WILL FOLLOW MANUFACTURER'S RECOMMENDATIONS.
5. REMOVE SILT FENCE AND TEMPORARY STRUCTURES AFTER FINAL STABILIZATION AND VEGETATIVE COVER IS ESTABLISHED.
6. SEDIMENT THAT HAS MIGRATED OFF SITE ONTO ADJACENT PROPERTIES SHALL BE SWEPT OFF PAVEMENTS AND REMOVED FROM VEGETATED AREAS DAILY.
7. COPIES OF THE EROSION & SEDIMENT CONTROL PLAN SHALL BE KEPT ON SITE.
8. MAINTAIN EROSION AND SEDIMENT CONTROL PER THE PLAN AND AS NECESSARY TO MEET THE REQUIREMENTS OF THE ORDINANCE, UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND RECEIVED FINAL ACCEPTANCE FROM THE MUNICIPALITY.
9. AN EROSION AND SEDIMENT CONTROL PRACTICE INSPECTION LOG SHALL BE MAINTAINED. LOG SHALL NOTE THE TIME, DATE AND LOCATION OF INSPECTION, THE PHASE OF CONSTRUCTION AT THE SITE, PERSON DOING THE INSPECTION, ASSESSMENT OF CONTROL PRACTICES, AND DESCRIPTION OF EROSION AND SEDIMENT CONTROL MEASURES OR MAINTENANCE DONE IN RESPONSE TO INSPECTION.

## CONSTRUCTION NOTES:

1. TOPSOIL TO BE REMOVED FROM THE PROJECT SITE PRIOR TO PLACEMENT OF FILL OR SUBGRADE MATERIAL. EXCESS TOPSOIL TO BE STOCKPILED ON THE SITE AS INDICATED.
2. ALL EXCAVATED AREAS NOT RECEIVING PAVEMENT TO BE COVERED WITH A MINIMUM OF 6" OF TOPSOIL, SEEDED AND MULCHED AS SOON AS FINAL GRADE HAS BEEN ACHIEVED. SEEDING SHALL BE IN ACCORDANCE WITH WDNR TECH. STANDARD (1059).
3. EROSION CONTROL METHODS SHALL BE IMPLEMENTED, AS DIRECTED BY THE ENGINEER, PRIOR TO AND DURING CONSTRUCTION, TO CONTROL WATER POLLUTION, EROSION AND SILTATION, INCLUDING, BUT NOT LIMITED TO HAY BALE DIKES AND SILT FENCES. ALL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE WDNR TECHNICAL STANDARDS.
4. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
5. CONTRACTOR IS RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE FOR THE LOCATION OF THE UTILITIES.
6. SITE DEWATERING IS NOT ANTICIPATED, HOWEVER SHOULD DEWATERING BE NECESSARY, IT SHALL BE PERFORMED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD (1061).
7. THE CONTRACTOR SHALL DISPOSE OF ALL WASTE AND EXCESS MATERIAL AT AN APPROVED LOCATION.

10 5 0 10 20
GRAPHIC SCALE

MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21

Keller TM
PLANNERS | ARCHITECTS | BUILDERS
FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004
MADISON
711 Lois Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337
MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740
WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181
www.kellerbuilds.com

PROPOSED:
# SKB MANAGEMENT
805 GEORGE STREET
DE PERE WISCONSIN

"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

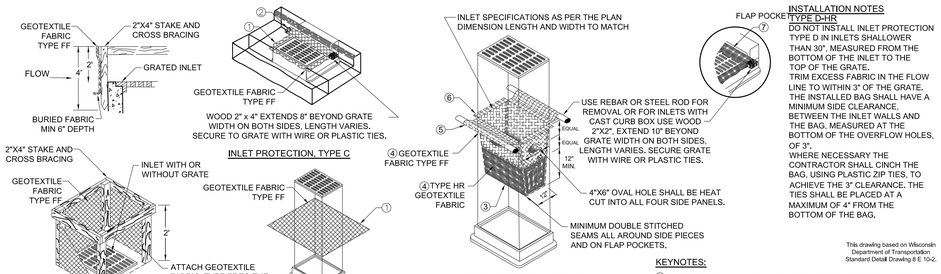
REVISIONS
1
2
3
4

NOT FOR CONSTRUCTION

PRELIMINARY - NOT FOR CONSTRUCTION

| | |
|---|---|
| PROJECT MANAGER: | PM |
| DESIGNER | R. MACH |
| DRAWN BY: | RPH |
| EXPEDITOR: | --- |
| SUPERVISOR: | ---- |
| PRELIMINARY NO: | PN |
| CONTRACT NO. | - |
| DATE: | 03-01-2021 |
| SHEET: | C5.0 |

# EROSION CONTROL DETAILS




INSTALLATION NOTES TYPE D-HR

DO NOT INSTALL INLET PROTECTION TYPE D IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE. TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE. THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

This drawing based on Wisconsin Department of Transportation Standard Detail Drawing 8 E 10-2.

INSTALLATION NOTES TYPE B & C

TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE. THE CONTRACTOR SHALL DEMONSTRATE A METHOD OF MAINTENANCE, USING A SEWN FLAP, HAND HOLDS OR OTHER METHOD TO PREVENT ACCUMULATED SEDIMENT FROM ENTERING THE INLET.

GENERAL NOTES

MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENT'S EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED, WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET, ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

KEYNOTES:

① FINISHED SIZE, INCLUDING FLAP POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

② FOR INLET PROTECTION, TYPE C (WITH CURB BOX), AN ADDITIONAL 18" OF FABRIC IS WRAPPED AROUND THE WOOD AND SECURED WITH STAPLES. THE WOOD SHALL NOT BLOCK THE ENTIRE HEIGHT OF THE CURB BOX OPENING.

③ TAPER BOTTOM OF BAG TO MAINTAIN THREE INCHES OF CLEARANCE BETWEEN BAG AND THE STRUCTURE, MEASURED FROM BOTTOM OF THE OVERFLOW OPENINGS TO THE STRUCTURE WALL.

④ GEOTEXTILE FABRIC, TYPE FF FOR FLAPS AND TOP HALF OF FILTER BAG, GEOTEXTILE FABRIC, TYPE HR FOR BOTTOM HALF OF FILTER BAG WITH FRONT, BACK, AND BOTTOM BEING ONE PIECE,

⑤ FRONT LIFTING FLAP IS TO BE USED WHEN REMOVING AND MAINTAINING FABRIC BAG.

⑥ SIDE FLAPS SHALL BE A MAXIMUM OF TWO INCHES LONG. FOLD THE FABRIC OVER AND REINFORCE WITH MULTIPLE STITCHES.

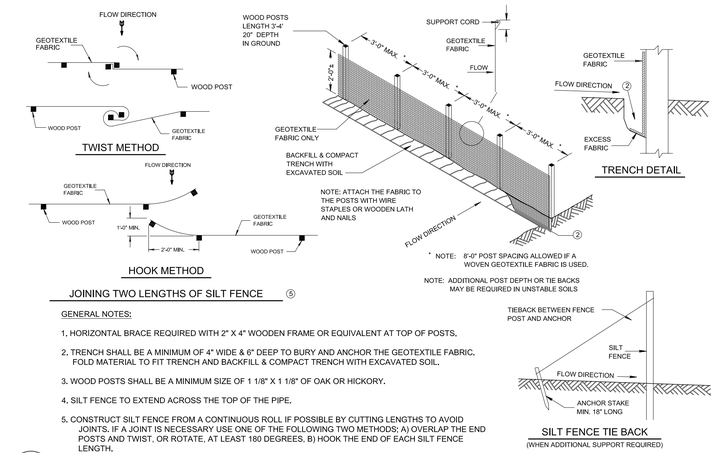
⑦ FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2" X 2", THE REBAR, STEEL PIPE OR WOOD SHALL BE INSTALLED IN THE REAR FLAP AND SHALL NOT BLOCK THE TOP HALF OF THE CURB FACE OPENING.

## INLET PROTECTION TYPES:

1. ALL INLETS IN PUBLIC RIGHTS OF WAY SHALL RECEIVE INLET PROTECTION TYPE D-HR AS DETAILED ON SHEET C5.1.
2. INLETS ON PRIVATE PROPERTY SHALL RECEIVE INLET PROTECTION TYPE B OR C(DEPENDANT ON CASTING TYPE), FOR INLETS IN PAVED AREAS, AND INLET PROTECTION TYPE A IN UN-PAVED AREAS.

A

## INLET PROTECTION




JOINING TWO LENGTHS OF SILT FENCE ⑤

GENERAL NOTES:

1, HORIZONTAL BRACE REQUIRED WITH 2" X 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS,

2, TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.

3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1 1/8" X 1 1/8" OF OAK OR HICKORY.

4, SILT FENCE TO EXTEND ACROSS THE TOP OF THE PIPE,

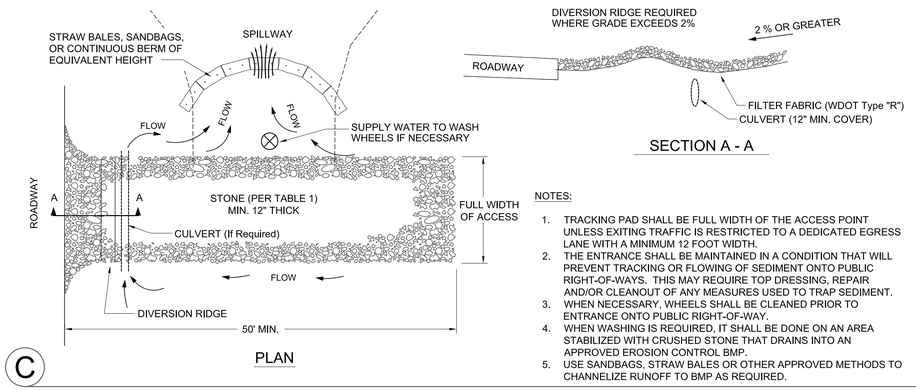
5. CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS: A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES, B) HOOK THE END OF EACH SILT FENCE LENGTH,




B

## SILT FENCE

| TABLE 1: GRADATION FOR STONE TRACKING PADS | |
|---|---|
| SIEVE SIZE | % PASSING BY WEIGHT |
| 3" | 100 |
| 2 1/2" | 90-100 |
| 1 1/2" | 25-60 |
| 3/4" | 0-20 |
| 3/8" | 0-5 |




NOTES:

1. TRACKING PAD SHALL BE FULL WIDTH OF THE ACCESS POINT UNLESS EXITING TRAFFIC IS RESTRICTED TO A DEDICATED EGRESS LANE WITH A MINIMUM 12 FOOT WIDTH.
2. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT.
3. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
4. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED EROSION CONTROL BMP.
5. USE SANDBAGS, STRAW BALES OR OTHER APPROVED METHODS TO CHANNELIZE RUNOFF TO BMP AS REQUIRED.

C

## STONE TRACKING PAD

Keller
PLANNERS | ARCHITECTS | BUILDERS
FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004
MADISON
711 Lois Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337
MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740
WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181
www.kellerbuilds.com

PROPOSED:
SKB MANAGEMENT
805 GEORGE STREET
DE PERE
WISCONSIN

"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

NOT FOR CONSTRUCTION

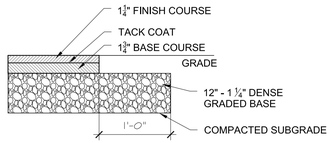
PRELIMINARY - NOT FOR CONSTRUCTION

| | |
|---|---|
| PROJECT MANAGER: | PM |
| DESIGNER | R. MACH |
| DRAWN BY: | RPH |
| EXPEDITOR: | --- |
| SUPERVISOR: | ---- |
| PRELIMINARY NO: | PN |
| CONTRACT NO. | - |
| DATE: | 03-01-2021 |
| SHEET: | C5.1 |

MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21

Mar 02, 2021 - 12:38pm
C:\Users\RMach\Mach IV\Mach IV Structure\Projects\1823-01-21 SKB Bldg

# SITE DETAILS

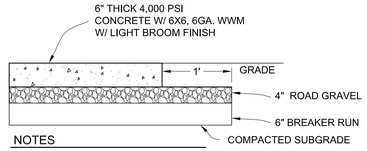



NOTES

1. ASPHALT PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH WISCONSIN DOT FDM.
2. ASPHALT CONTRACTOR TO SAW CUT EXISTING ASPHALT EDGE PRIOR TO JOINING NEW PAVEMENT TO EXISTING PAVING. TACK COAT JOINT.

A

## ASPHALT PAVEMENT SECTION

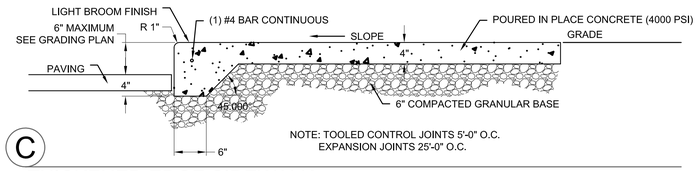



NOTES

1. CONCRETE PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH WISCONSIN DOT FDM.
2. CONCRETE SHALL RECEIVE A BROOMED FINISH.

B

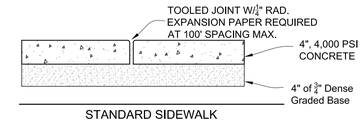
## CONCRETE PAVEMENT/SLAB SECTION




NOTE: TOOLED CONTROL JOINTS 5'-0" O.C.
EXPANSION JOINTS 25'-0" O.C.

C

## THICKENED EDGE SIDEWALK



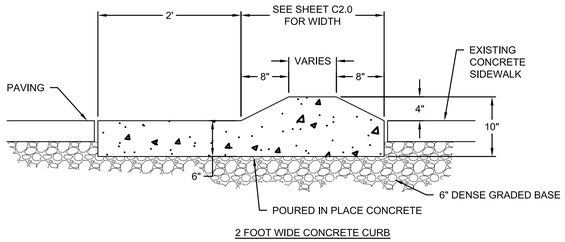

STANDARD SIDEWALK

NOTES:

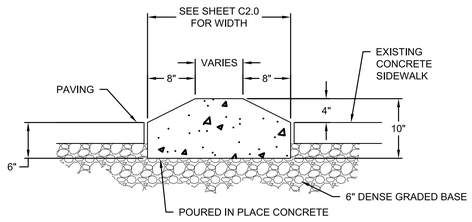
1. CONCRETE SHALL RECEIVE A BROOMED FINISH.
2. JOINT SPACING SHALL BE 5' OR WIDTH OF SIDEWALK, WHICHEVER IS GREATER. (10' MAX).
3. SIDEWALK WIDTH VARIES.

D

## CONCRETE PATIO



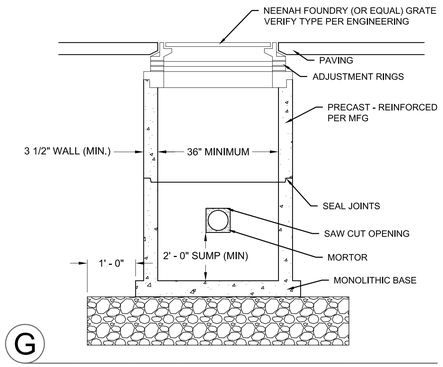

2 FOOT WIDE CONCRETE CURB




3 FOOT WIDE CONCRETE CURB

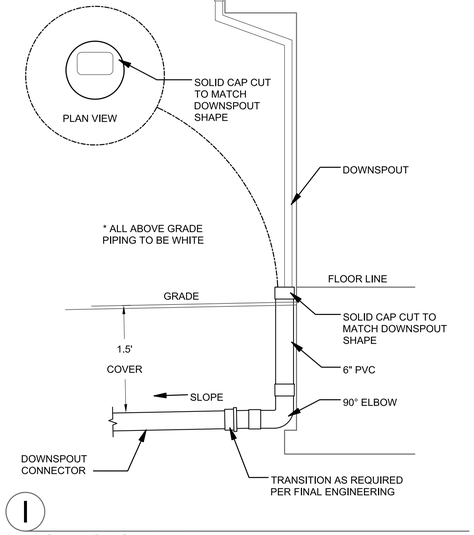
E

## MONOLITHIC CURB



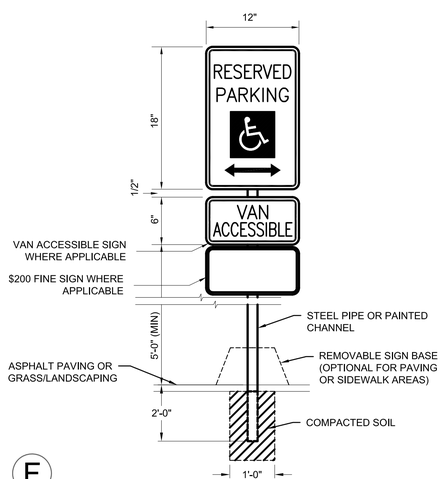

G

## PRECAST CONCRETE CATCH BASIN



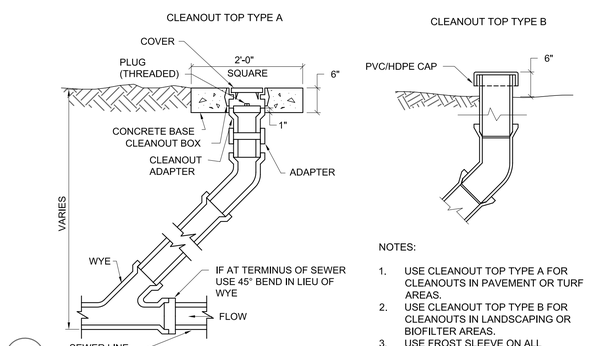

I

## DOWNSPOUT DETAIL




F

## ADA HANDICAP SIGN




NOTES:

1. USE CLEANOUT TOP TYPE A FOR CLEANOUTS IN PAVEMENT OR TURF AREAS.
2. USE CLEANOUT TOP TYPE B FOR CLEANOUTS IN LANDSCAPING OR BIOFILTER AREAS.
3. USE FROST SLEEVE ON ALL INSTALLATIONS

H

## CLEANOUT


Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com


PROPOSED:

# SKB MANAGEMENT

805 GEORGE STREET
DE PERE
WISCONSIN


"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.


REVISIONS

NOT FOR CONSTRUCTION

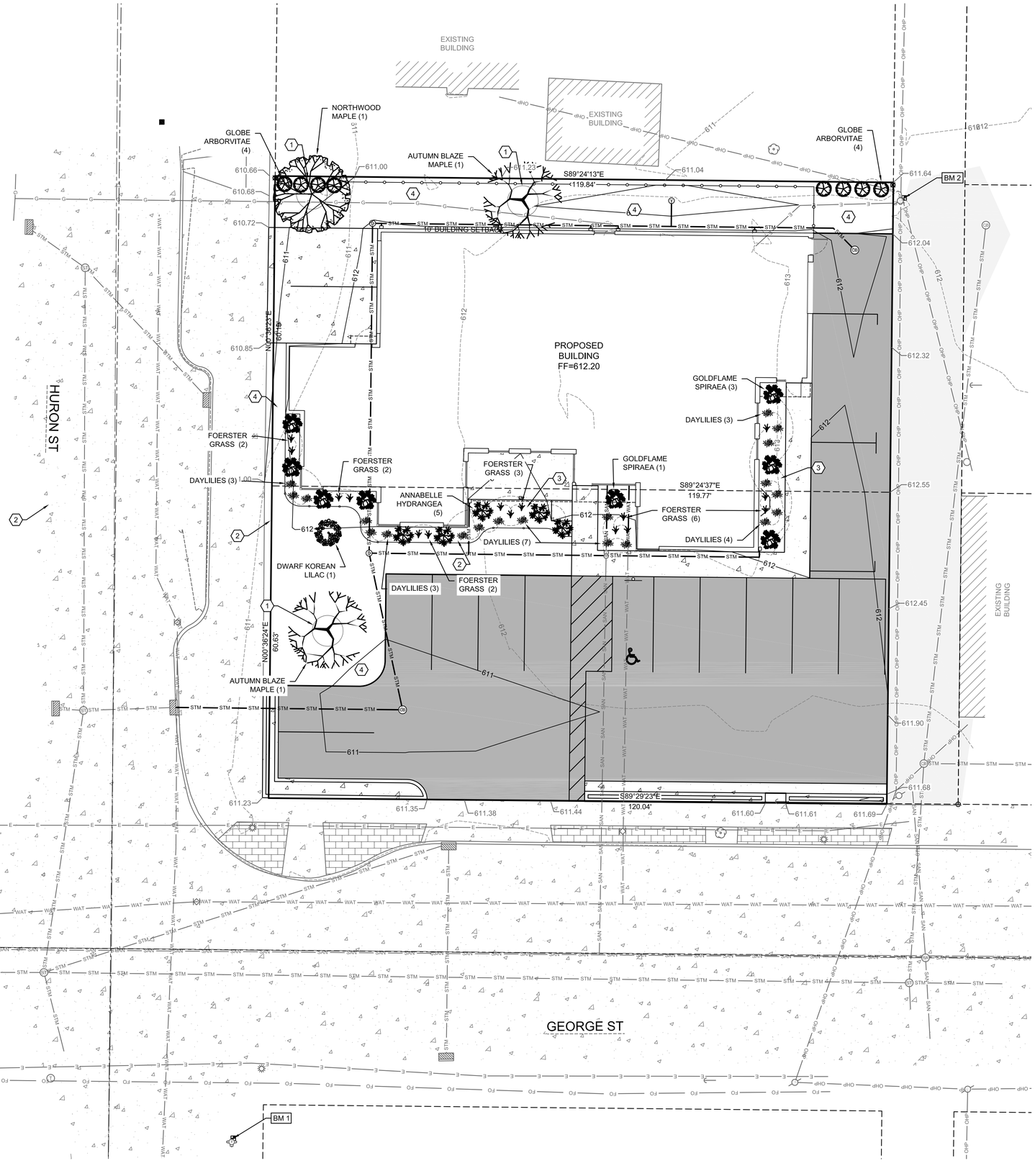
| | |
|---|---|
| PROJECT MANAGER: | PM |
| DESIGNER | R. MACH |
| DRAWN BY: | RPH |
| EXPEDITOR: | --- |
| SUPERVISOR: | ---- |
| PRELIMINARY NO: | PN |
| CONTRACT NO. | - |
| DATE: | 03-01-2021 |
| SHEET: | C6.0 |

PRELIMINARY - NOT FOR CONSTRUCTION


MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21


Mar 02, 2021 - 12:39pm
C:\Users\RMach\Documents\Projects\SKB Management\Architectural_20240916-25-01-21 RMach.rvt

# LANDSCAPE PLAN




## SHEET KEY NOTES:

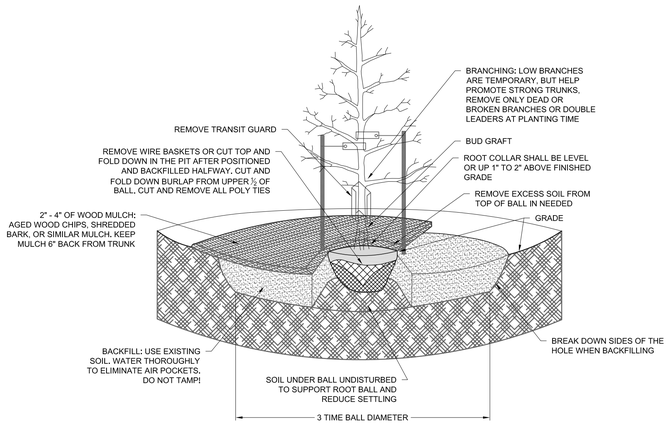
1. 6' DIAMETER SPADE EDGE & 3" HARDWOOD MULCH
2. PROFESSIONAL GRADE EDGING
3. 1½" RIVER ROCK WITH WEED BARRIER FABRIC
4. LAWN

## PLANT TABLE

| SYMBOL | COMMON NAME | SCIENTIFIC NAME | QUANTITY | SIZE |
|---|---|---|---|---|
| | NORTHWOOD MAPLE | ACER RUBRUM 'NORTHWOOD' | 1 | 2 1/2" |
| | AUTUMN BLAZE MAPLE | ACER X FREEMANI 'JEFFERSRED' | 2 | 2 1/2" |
| | DWARF KOREAN LILAC | SYRINGA MEYERI 'PALABIN' | 1 | 3-4' |
| | ANNABELLE HYDRANGEA | HYDRANGEA ARBORESCENS 'ANNABELLE' | 5 | 3 GAL. |
| | GOLDFLAME SPIRAEA | SPIRAEA X BUMALDA 'GOLDFLAME' | 8 | 3 GAL. |
| | DAYLILIES | HEMEROCALLIS | 20 | 1 GAL. |
| | FOERSTER GRASS | CALAMAGROSTIS X ACUTIFLORA | 15 | 1 GAL. |
| | GLOBE ARBORVITAE | THUJA OCCIDENTALIS 'GLOBE' | 8 | 3 GAL. |

## LANDSCAPE NOTES

1. DIAMETERS OF PLANT MATERIALS AS DRAWN ARE REPRESENTATIVE OF PLANTS AT OR NEAR MATURITY RATHER THAN AT INITIAL PLANTING SIZES.
2. THE PLANT LIST IS INTENDED AS A GUIDE FOR THE CONTRACTOR. IN THE EVENT OF DISCREPANCY BETWEEN THE NUMBER OF PLANTS ON THE PLANT LIST AND ON THE DRAWING, THE GREATER NUMBER SHALL APPLY.
3. ADJUSTMENTS IN LOCATIONS OF PLANT MATERIALS MAY BE NECESSARY DUE TO NEW OR EXISTING UTILITIES OR SITE OBSTRUCTIONS. REVIEW WITH ARCHITECT BEFORE ADJUSTMENTS ARE MADE.
4. ALL SHRUBS OCCURRING IN CONTINUOUS ROW OR FORMAL ARRANGEMENT SHALL HAVE UNIFORM HEIGHT, SPREAD AND HABIT OF GROWTH. FOR GROUNDCOVER LOCATIONS, FILL AREA WITH QUANTITY OF PLANTS DESIGNATED; EVENLY SPACED.
5. A MINIMUM OF 12" DEPTH OF 50% TOPSOIL AND 50% COMPOST SHALL BE PLACED IN ALL BED AREAS BY THE CONTRACTOR PRIOR TO PLANT INSTALLATION.
6. MULCH TREES WITH MIN. 3" DEPTH OF GRAVEL OR HARDWOOD MULCH AS NOTED ON PLAN AND PER DETAILS. MULCH SHALL EXTEND IN A CONTINUOUS LAYER WITHIN PLANTING BEDS FROM FACE TO FACE OF SITE STRUCTURES - WALKS, BUILDING, OR OTHER PLANT BED LIMITS.
7. PROTECT EXISTING LAWN AREAS; REPAIR ANY CONTRACT RELATED DAMAGE TO LAWN AREAS.
8. THE CONTRACTOR SHALL MAINTAIN ALL PLANTS AND BEDS FOR A 60 DAY PERIOD AFTER ACCEPTANCE OF THE WORK BY THE ARCHITECT. THIS INCLUDES REGULAR WATERING, WEEDING AND MOWING.
9. THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR ONE-YEAR FROM DATE OF ACCEPTANCE. BEFORE END OF WARRANTY PERIOD CONTRACTOR SHALL REPLACE ALL TREES, SHRUBS OR PLANTINGS NOT ALIVE OR IN A HEALTHY GROWING CONDITION.
10. SEED ALL DISTURBED AREAS WITH WDot No. 40 GRASS MIX.




PLANTING NOTES:

1. STAKE ONLY IF HAVE TO, USE 2" - 3" WEBBING STRAPS AND SECURE TO STAKES WITH HEAVY GAUGE WIRE. THE WIRE SHOULD BE ABLE TO STICK STRAIGHT OUT FROM THE STAKE AND HOLD THE WEBBING STRAP UP, PREVENTING IT FROM SLIDING DOWN THE TREE. DO NOT STAKE TIGHTLY, TREES GAIN STRENGTH FROM MOVEMENT. REMOVE ALL STAKES AFTER ONE YEAR.
2. USE OF TREE WRAP IS NOT RECOMMENDED, AS IT CAUSES A NUMBER OF PROBLEMS FOR THE TREE

A
PLANTING DETAIL

10 5 0 10 20
GRAPHIC SCALE

MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2260 Salscheider Court Green Bay, WI 54313
PH:920-569-5765; Fax: 920-569-5767
www.mach-iv.com
Project Number: 1823-01-21

Keller TM
PLANNERS | ARCHITECTS | BUILDERS
FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004
MADISON
711 Lois Drive
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337
MILWAUKEE
W204 N11509 Goldendale Road
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740
WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181
www.kellerbuilds.com

PROPOSED:
**SKB MANAGEMENT**
805 GEORGE STREET
DE PERE
WISCONSIN

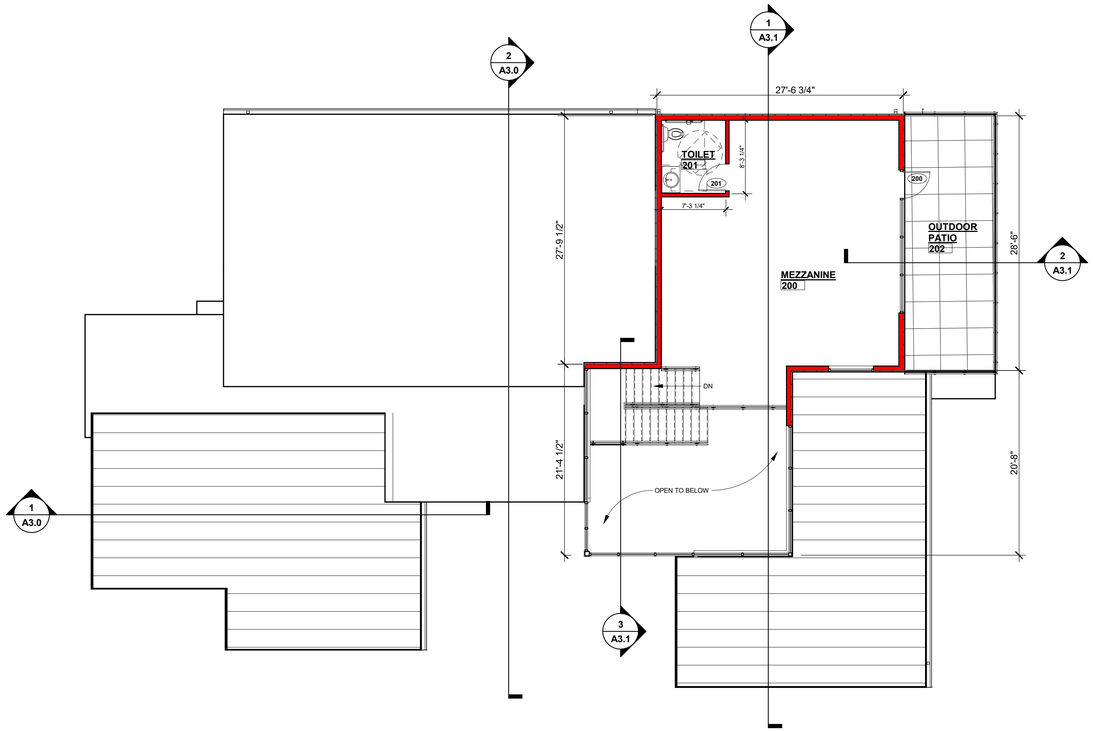
"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

NOT FOR CONSTRUCTION

PRELIMINARY - NOT FOR CONSTRUCTION

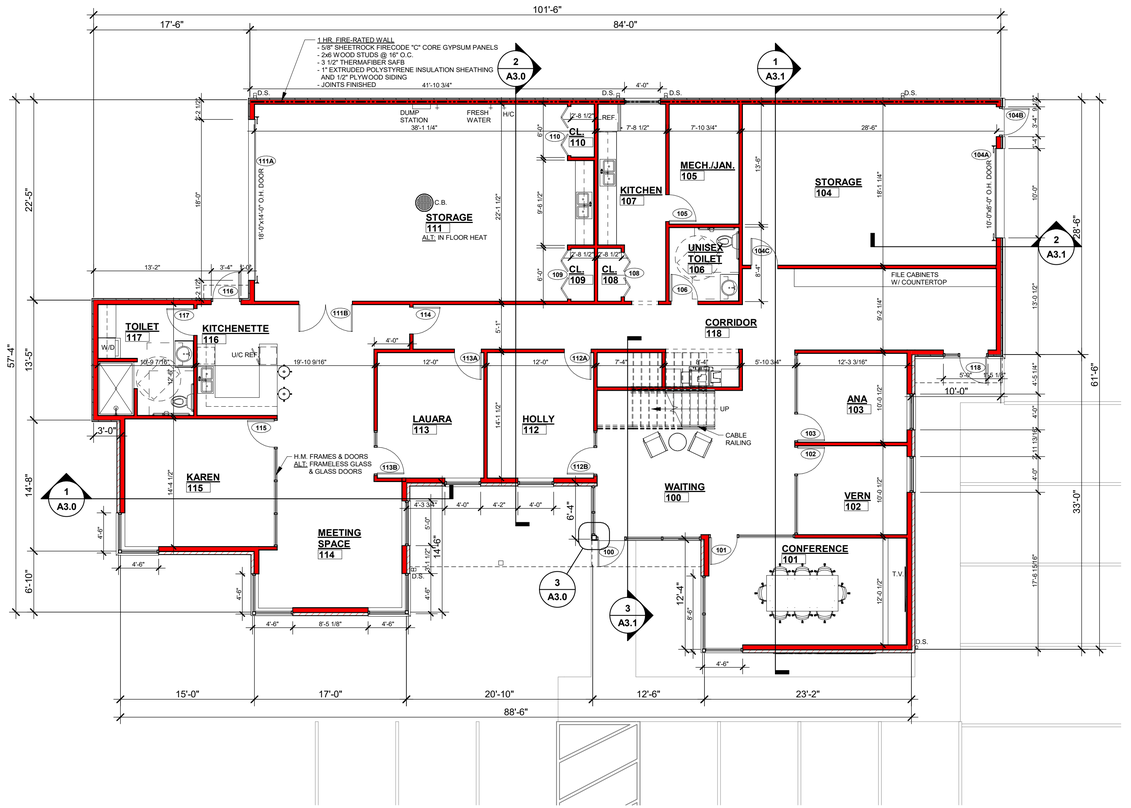
| | |
|---|---|
| PROJECT MANAGER: | PM |
| DESIGNER | R. MACH |
| DRAWN BY: | RPH |
| EXPEDITOR: | --- |
| SUPERVISOR: | ---- |
| PRELIMINARY NO: | PN |
| CONTRACT NO. | - |
| DATE: | 03-01-2021 |
| SHEET: | C5.0 |




NORTH

## MEZZANINE FLOOR PLAN

1/8" = 1'-0"




NORTH

## FLOOR PLAN

1/8" = 1'-0"

WALL KEY

- NEW WALL/FURRING
- NEW MASONRY/ VENEER WALL
- NEW COOLER/ FREEZER WALLS
- NEW FOUNDATION WALL
- TYPICAL EXISTING WALL
- DEMO WALLS
- FIRE WALL OR FIRE BARRIER

Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:

# SKB MANAGEMENT

DE PERE, WISCONSIN

"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

PRELIMINARY - NOT FOR CONSTRUCTION

**REVISIONS**

| | | |
|---|---|---|
| 1 | 12/3/2020 | KRW |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

**PROJECT MANAGER:** C. BONIS

**DESIGNER:** T. TISLAU

**DRAWN BY:** KRW

**EXPEDITOR:** -------

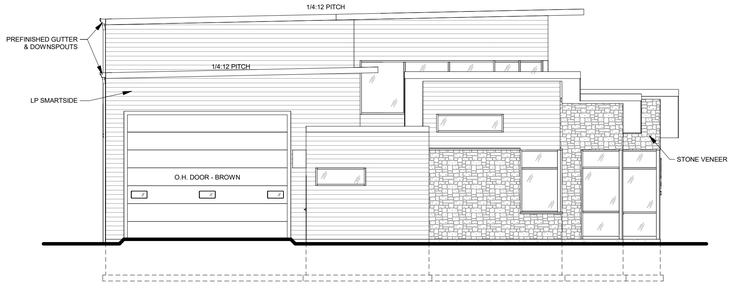
**SUPERVISOR:** -------

**PRELIMINARY NO:** P20256

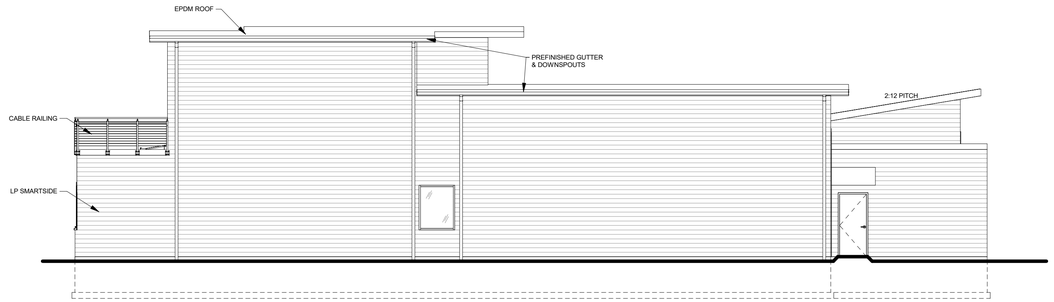
**CONTRACT NO:** -------

**DATE:** NOVEMBER 4, 2020

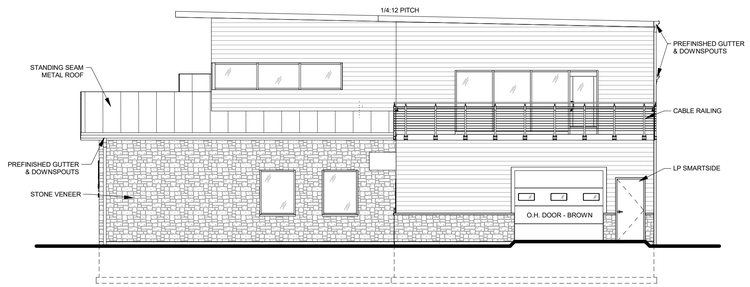
**SHEET:** A1.0



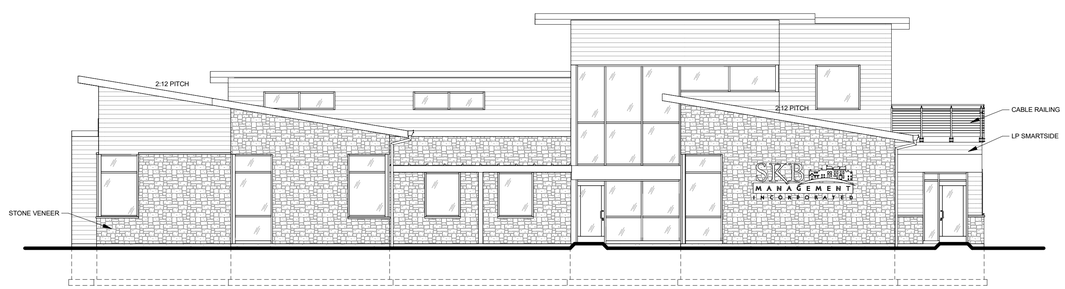

## WEST ELEVATION
1/8" = 1'-0"




## NORTH ELEVATION
1/8" = 1'-0"




## EAST ELEVATION
1/8" = 1'-0"




## SOUTH ELEVATION
1/8" = 1'-0"

Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:
# SKB MANAGEMENT
DE PERE, WISCONSIN

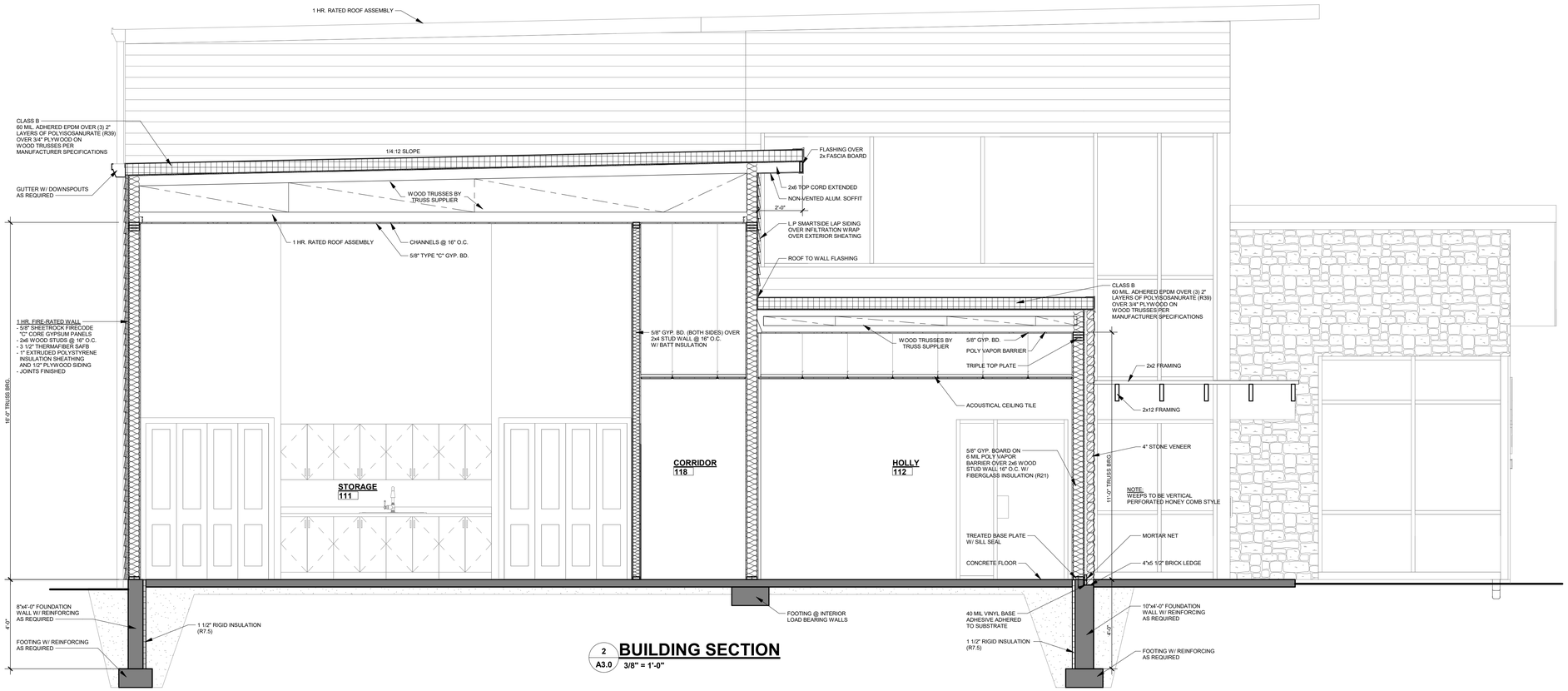
"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

PRELIMINARY - NOT FOR CONSTRUCTION

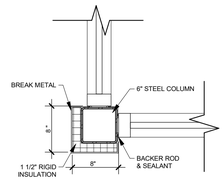
**REVISIONS**

| | | |
|---|---|---|
| 1 | 12/3/2020 | KRW |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

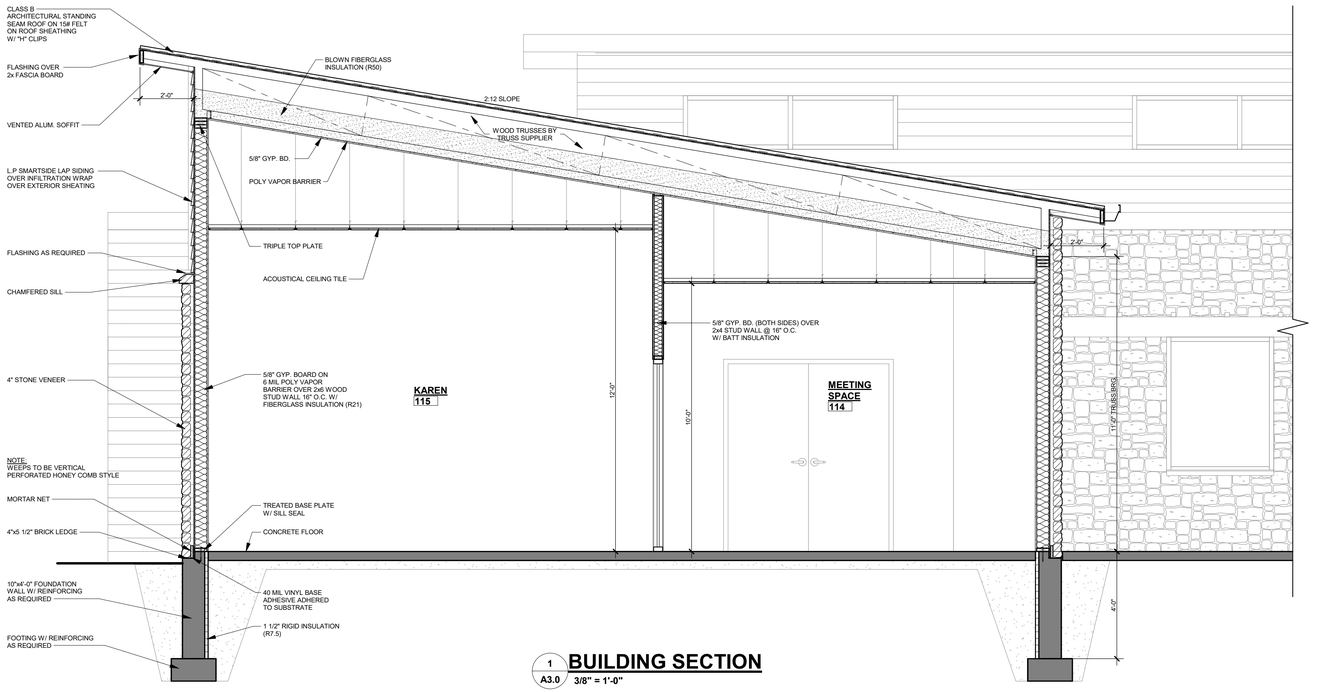
**PROJECT MANAGER:** C. BONIS
**DESIGNER:** T. TISLAU
**DRAWN BY:** KRW
**EXPEDITOR:** -------
**SUPERVISOR:** -------
**PRELIMINARY NO:** P20256
**CONTRACT NO:** -------
**DATE:** NOVEMBER 4, 2020
**SHEET:** A2.0




## 2 A3.0 BUILDING SECTION
3/8" = 1'-0"




## 3 A3.0 ENTRY JAMB DETAIL
1" = 1'-0"




## 1 A3.0 BUILDING SECTION
3/8" = 1'-0"

**Keller**
TM
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:
**SKB MANAGEMENT**
DE PERE, WISCONSIN

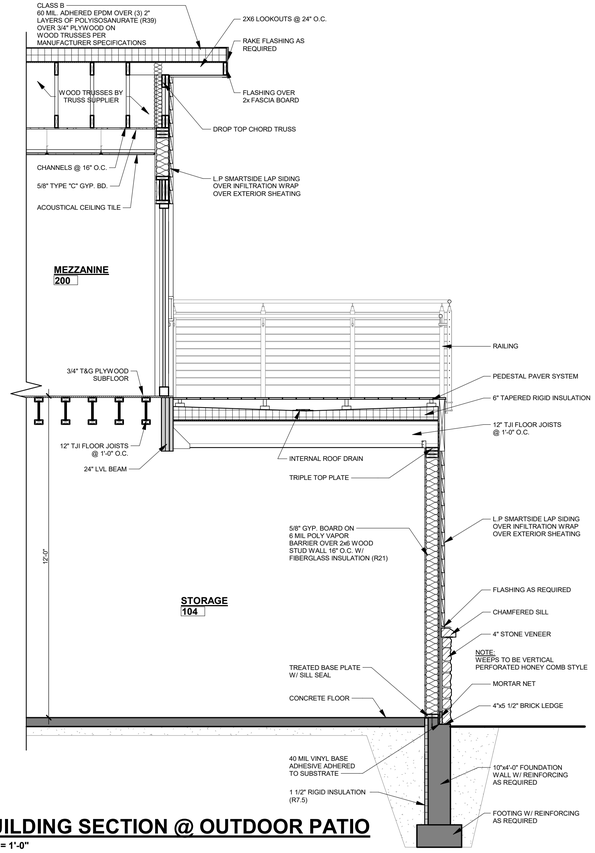
**"COPYRIGHT NOTICE"**
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

**REVISIONS**

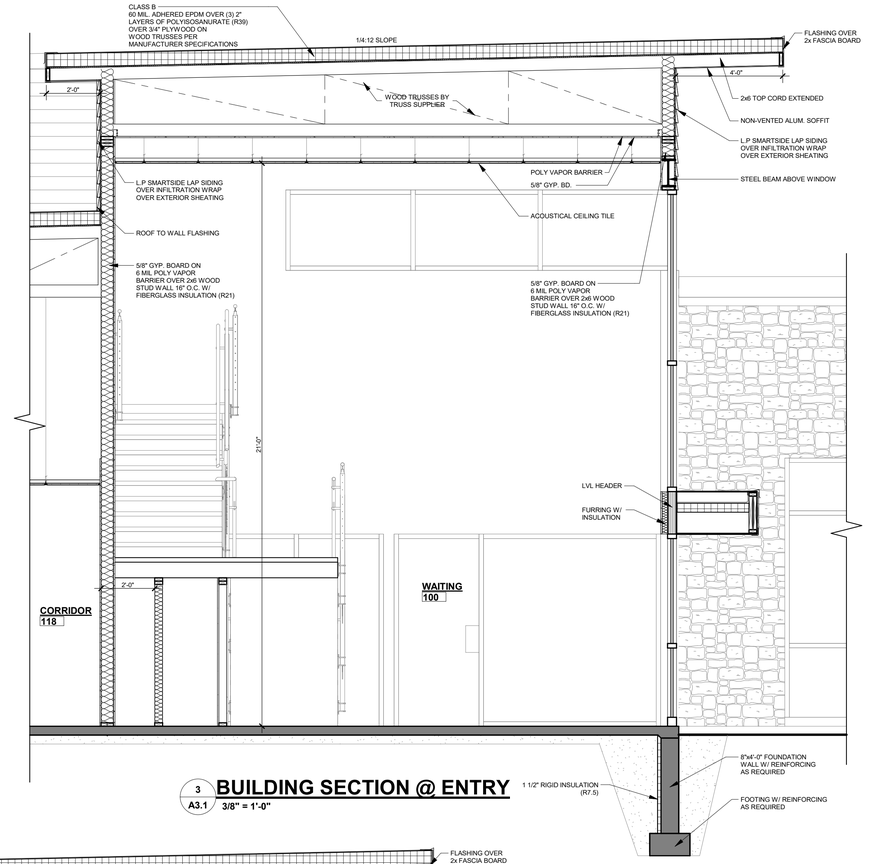
| | | |
|---|---|---|
| 1 | 12/3/2020 | KRW |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

**PROJECT MANAGER:** C. BONIS
**DESIGNER:** T. TISLAU
**DRAWN BY:** KRW
**EXPEDITOR:** -------
**SUPERVISOR:** -------
**PRELIMINARY NO:** P20256
**CONTRACT NO:** -------
**DATE:** NOVEMBER 4, 2020
**SHEET:** A3.0

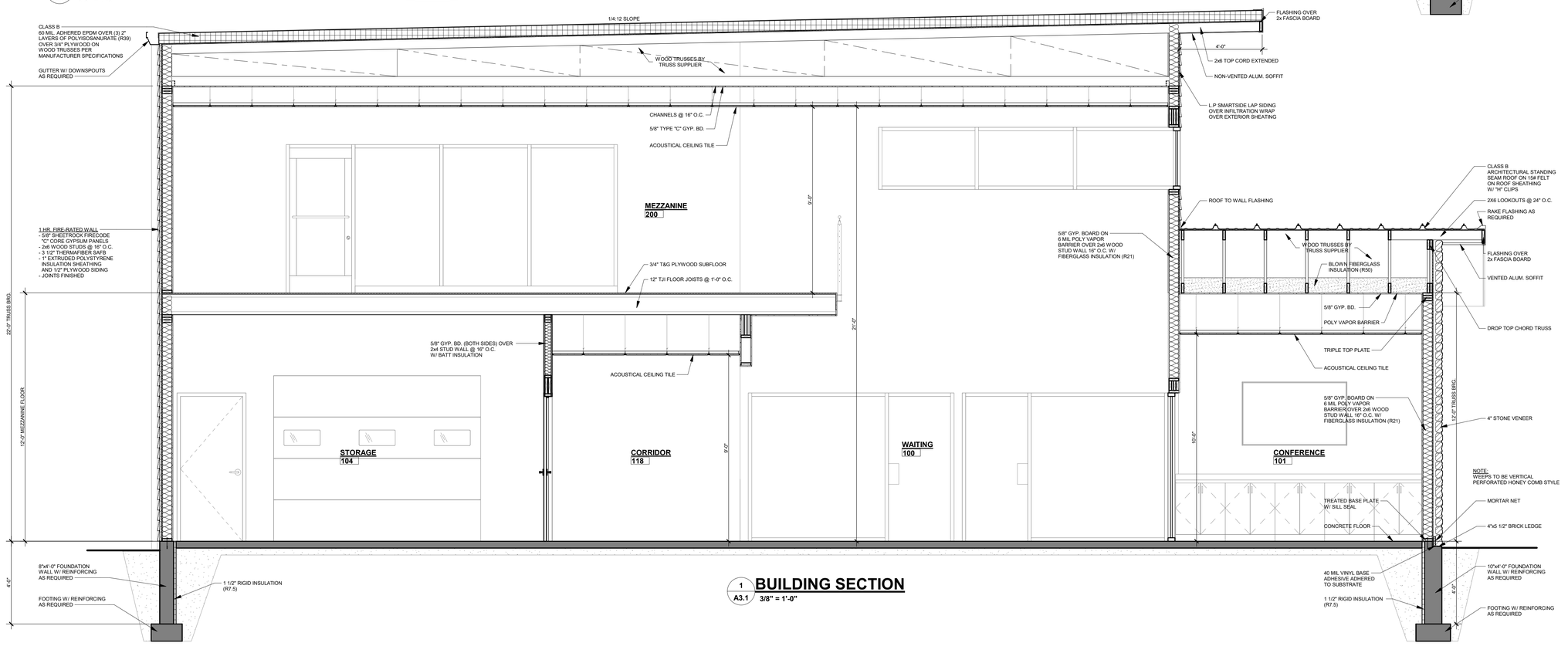
PRELIMINARY - NOT FOR CONSTRUCTION




2 A3.1 **BUILDING SECTION @ OUTDOOR PATIO**
3/8" = 1'-0"




3 A3.1 **BUILDING SECTION @ ENTRY**
3/8" = 1'-0"




1 A3.1 **BUILDING SECTION**
3/8" = 1'-0"

Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR: **SKB MANAGEMENT** DE PERE, WISCONSIN

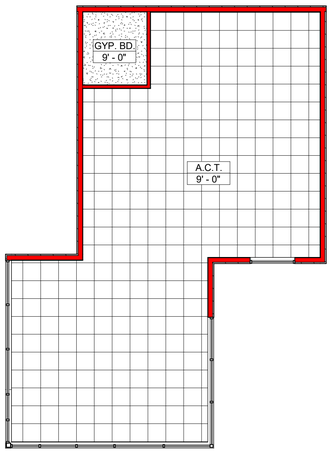
"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

**REVISIONS**

| | | |
|---|---|---|
| 1 | 12/3/2020 | KRW |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

**PROJECT MANAGER:** C. BONIS
**DESIGNER:** T. TISLAU
**DRAWN BY:** KRW
**EXPEDITOR:** -------
**SUPERVISOR:** -------
**PRELIMINARY NO:** P20256
**CONTRACT NO:** -------
**DATE:** NOVEMBER 4, 2020
**SHEET:** A3.1

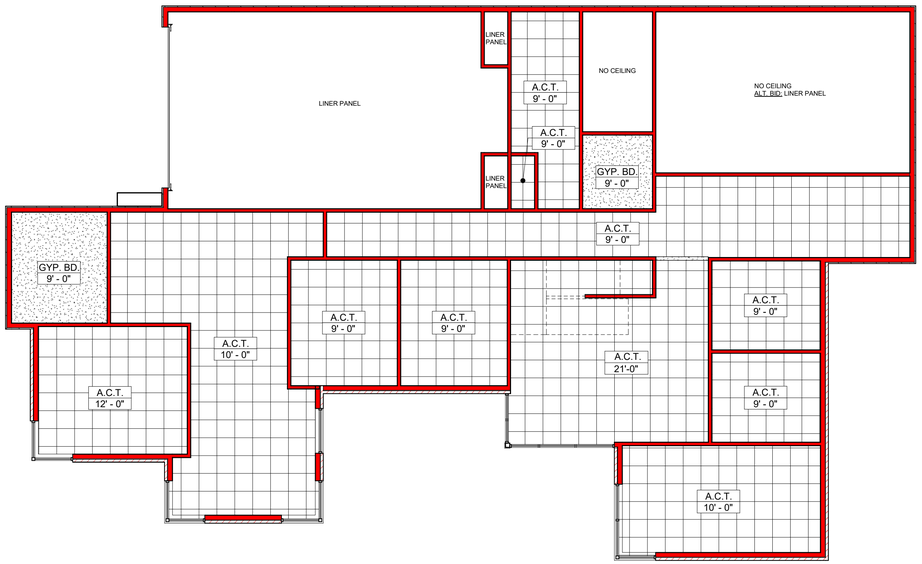
PRELIMINARY - NOT FOR CONSTRUCTION




NORTH

## MEZZANINE REFLECTED CEILING PLAN

1/8" = 1'-0"




NORTH

## FIRST FLOOR REFLECTED CEILING PLAN

1/8" = 1'-0"

Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 /
1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:

# SKB MANAGEMENT

DE PERE, WISCONSIN

"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

PRELIMINARY - NOT FOR CONSTRUCTION

**REVISIONS**

| | | |
|---|---|---|
| 1 | 12/3/2020 | KRW |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

**PROJECT MANAGER:** C. BONIS

**DESIGNER:** T. TISLAU

**DRAWN BY:** KRW

**EXPEDITOR:** -------

**SUPERVISOR:** -------

**PRELIMINARY NO:** P20256

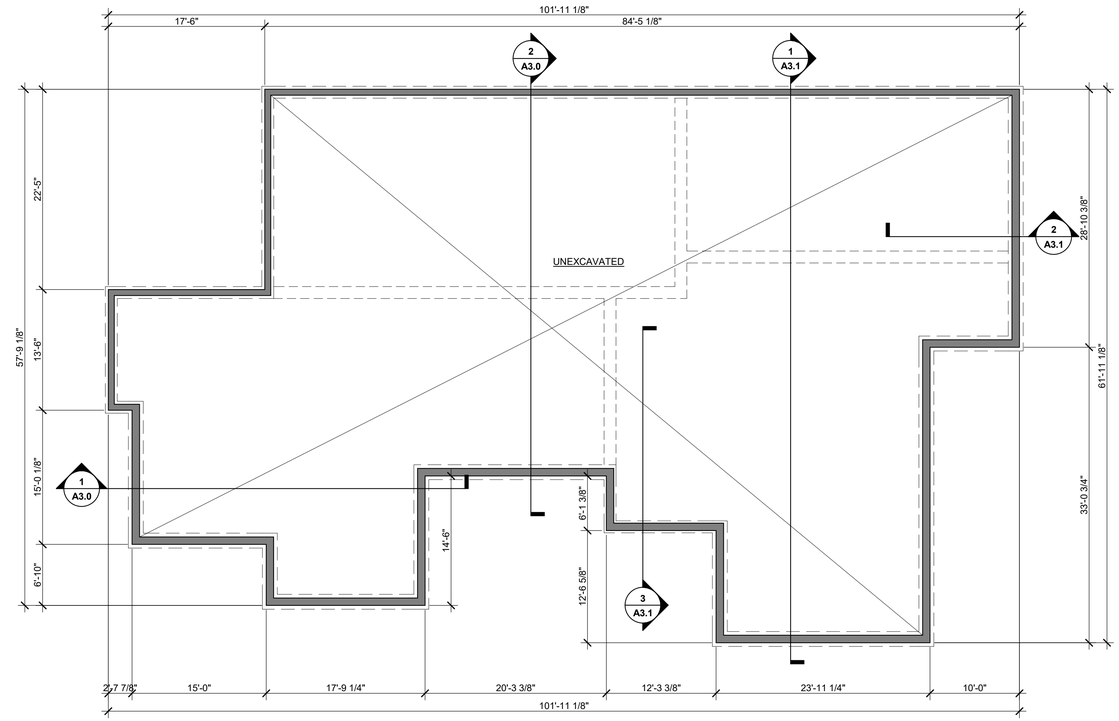
**CONTRACT NO:** -------

**DATE:** NOVEMBER 4, 2020

**SHEET:** A7.0

| FOOTING SCHEDULE | | | | | | | |
|---|---|---|---|---|---|---|---|
| FTG. | FOOTING SIZE | FTG. REINFORCING | HAIRPIN SIZE | PIER SIZE | PIER REINFORCING | ANCHOR BOLTS | REMARKS |

| GENERAL NOTES |
|---|
| 1. ALL SPECIFIED FOOTING REBAR IS IN ADDITION TO LONGITUDINAL REBAR IN ADJACENT CONTINUOUS WALL FOOTING. |
| 2. #4 x 24" x 24" CORNER DOWELS AT 12" O.C. VERTICAL TO PASS THROUGH PIER CAGE. |
| 3. FINAL WALLS, FOOTINGS, & REINFORCING SIZES PER FINAL ENGINEERING. |




NORTH

## FOUNDATION PLAN

1/8" = 1'-0"


**Keller**

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com


PROPOSED FOR:

# SKB MANAGEMENT

DE PERE, WISCONSIN


**"COPYRIGHT NOTICE"**

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.


**REVISIONS**

| | | |
|---|---|---|
| 1 | 12/3/2020 | KRW |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

**PROJECT MANAGER:** C. BONIS

**DESIGNER:** T. TISLAU

**DRAWN BY:** KRW

**EXPEDITOR:** -------

**SUPERVISOR:** -------

**PRELIMINARY NO:** P20256

**CONTRACT NO:** -------

**DATE:** NOVEMBER 4, 2020

**SHEET:** S1.0

PRELIMINARY - NOT FOR CONSTRUCTION

# GENERAL BUILDING NOTES AND SPECIFICATIONS

## DIVISION 01 - GENERAL CONDITIONS

### GENERAL CONDITIONS

1. Do not deviate from original bid documents without Keller, Inc., permission.
2. Subcontractor is to follow all manufacturer recommendations, industry standards, and comply with all current building and ADA codes.
3. Subcontractor is to attend all jobsite meetings as requested.
4. Do not deviate from the Interior and Exterior Material Selection Form without prior approval.
5. Subject to Keller, Inc.'s determination, material or systems with variant feature(s) may be allowed as a substitution. Substitution request must be submitted to Keller, Inc., for approval.
6. Material delivered to the jobsite must be stored in a location per Keller, Inc., instructions.
7. Subcontractor is responsible for proper material storage and protection of materials on the jobsite.
8. All material deliveries and handling are the responsibility of the Subcontractor, including all hoisting and material unloading/loading.
9. No subcontractor shall begin application or installation of their materials until substrates have been properly prepared. Notify Keller, Inc., of unsatisfactory conditions prior to proceeding.
10. Do not install damaged products.
11. All layout necessary for the proper completion of work is the responsibility of the respective trades. Control points will be provided for reference.
12. Subcontractor shall verify all public and private utilities on site prior to commencement of work.
13. Subcontractor is responsible for maintaining a clean worksite daily.
14. All subcontractors are responsible for any trucking or equipment that leaves any debris or mud outside of the project limits by either their forces or delivery trucking.
15. Subcontractor is responsible for final clean up and disposal of all materials related to their scope of work at project completion.

## DIVISION 04 - MASONRY

### 04210 - MASONRY SPECIFICATIONS (1.4.21)

**SUBMITTALS**

A Mock ups will be required based on the complexity of the project and at the owner's discretion.
B Samples: Unit masonry samples of adequate size showing the full range of colors and textures available for each different exposed masonry unit as requested.

**SCHEDULE**

**CMU / BRICK / STONE / CULTURED STONE**
- All exterior CMU to include Dry Block additive unless painted.
- All exterior CMU to be sealed unless painted.

**MORTAR / GROUT**
- All exterior mortar to include Dry Block additive.

**REINFORCING / TIES**
- All reinforcing bar to be Grade 60 ASTM A 615.
- Ties to be DW10 with vee tie.
- Joint reinforcing to be galvanized carbon steel per plan.

**FLASHINGS**
- Flashings as specified on plan or proposal.
- 3" wide, 26 ga. stainless steel drip flashing, furnished with a smooth, factory-Formed hemmed edge for installation safety and uniform appearance. Not required at lintels, ie. Above windows and doors
- 40 mil Perma – Barrier (or equal) base flashing adhered to foundation.
- Weeps to be vertical cell vent style – color to match mortar.
- Mortar net

**INSULATION**
- When required, insulation to be foamed in place.

**SILLS / LINTELS**
- Per plan, Request for Quotation, and Interior & Exterior Material Selection Form.

**MISCELLANEOUS STEEL**
- Per plan and Request for Quotation

**INSTALLATION**

A Vertical lines not to vary more than ¼" on 20' nor ½" maximum total.
B Horizontal lines not to vary more than ¼" on 20' nor ½" maximum total.
C All masonry cuts to be clean and free from chips – conceal cut edges where possible.
D Mix masonry units to achieve a uniform blend of color variations.
E Completely fill all spaces between masonry units and hollow metal frames with mortar.
F Fill masonry unit cores with grout as indicated on the plan.
G Tool all exposed mortar joints or as indicated on the plan.
H Control joint to be installed per NCMA standards.
J Mason to supply backer rod and caulk at all control joints.

**PROTECTION**

A Cold weather protection is the responsibility of the mason.
B Any damaged product caused by weather is the responsibility of the mason.
C Projects where new work areas adjoin an existing building will require the masonry contractor to Prevent fumes and dust from saw cutting from entering the existing building.
D Mason is responsible for damage caused to other trades due to mason's negligence.
E Mason to protect masonry units from mud splash until sealed or painted.

## DIVISION 06 - WOOD & PLASTICS

### 06240 - CABINET SPECIFICATIONS (1.6.24)

**SUBMITTALS**

A Submit one set of elevation and layout shop drawings including backer requirements within (2) weeks of subcontract award.
B. Submit (3) sets of final approved shop drawings.

**SCHEDULE**

**PLASTIC LAMINATE**
- Wilsonart, Formica, or equal to be minimum .050 inches in thickness.
- Cabinet interiors to be melamine per Interior & Exterior Material Selection Form.

**EDGE TYPE**
- Laminate edge to match horizontal and / or vertical surfaces as specified.
- PVC edge will be considered through a substitution request.
- Backsplash profile to be similar throughout.
- Applied backsplash to be caulked to the horizontal surface.

**SOLID SURFACE**
- Corian or equal to be ½" solid material not including substrate.
- Cambria, Silestone, or equal natural surface to be 3/4" solid material and A total of 1 ¼" including substrate.

**DRAWERS & DOORS**
- Standard drawers to have a 75 pound load bearing capacity.
- Heavy duty roll outs to bear 100 pound minimum at full extension.
- Hinges to be fully concealed.
- Hinges to be Easy Release with 160 degree swing.

**HARDWARE**
- Hardware per Interior & Exterior Material Selection Form
- Wire pulls to be 3" minimum.
- Cut in, supply, and install plastic grommets as required.

**SUPPORTS & BACKER**
- Horizontal work surface supports to be steel L brackets or angled
- Laminated brackets which allow for clearance of knee swing.
- Bathroom vanity supports to have modesty panels that conceal plumbing.

**WOOD CASEWORK**
- Solid wood material for door and drawer fronts.

**TOE KICKS**
- Cabinet subcontractor to finish and install toe kicks to match vertical surface.

**INSTALLATION**

A Cabinet Subcontractor is responsible for all field verification.
B Cabinet installer responsible for cutting in all sink holes and grommets.
C Installation by properly trained and certified personnel only.
D Cabinet installer required to supply venting slots for air circulation as required.
E Damage caused to other finishes by the installer is subject to back charges.

**PROTECTION**

A Protect cabinet vertical and horizontal surfaces from damage during construction.
B Correct all deficiencies in Cabinet Work that do not comply with requirements.
C Protect adjacent construction from damage related to Cabinet work.

## DIVISION 07 - THERMAL & MOISTURE PROTECTION

### 07210 - INSULATION SPECIFICATIONS (1.67.21)

**SUBMITTALS**

A With Original Price Proposal: List Product and Manufacturer, and depth of blown-in insulation required to achieve specified R-Value.

**MANUFACTURERS**

A CertainTeed Fiberglass insulation or Equal.

**SCHEDULE**

**BATT INSULATION**
- Batt insulation to be Fiberglass.
- R-Values per plan and Request for Quotation.
- Insulation at interior walls designated for sound to match stud widths.

**BLOWN IN INSULATION**
- Blown in material to be loose fiberglass.
- R-Value per plan and Request for Quotation.

**VAPOR BARRIER**
- Vertical surfaces to be 6 mil polyethylene
- Horizontal (bottom cord of trusses) to be 6 mil polyethylene.
- All joints to be taped.
- Vapor Barrier to be stapled or adhered to framing.

**EAVE VENTS**
- Size to match truss spacing.
- Eave vents to be placed between each truss at low side eave.
- Eaves to be insulated up to, and around eave vents at the energy heal.

**INSTALLATION**

A Close off all open cavities.
B Fill all voids.
C Installation by properly trained and certified personnel only.
D Seal joints adjacent to all other trades penetrations to create an air tight seal.
E Install attic rulers on trusses every 300 sf per NAIMA recommendations.

**PROTECTION**

A Protect all insulation material from weather damage prior to, and after installation.
B Protect adjacent construction from damage related to Insulation work.

### 07240 - EXTERIOR INSULATED FINISH SYSTEM

**SUBMITTALS**

A Submit a texture sample as requested – minimum sample size to be 24" x 24"

**MANUFACTURERS**

A Dryvit, Parex, Stowe, or equal

**SCHEDULE**

**BASE**
- Expanded polystyrene
- 1 1/2" thickness minimum unless otherwise specified
- 3/4" thickness minimum behind any grooves
- Foam to be mechanically fastened to substrate

**REINFORCING**
- Glass fiber mesh to be compatible with finished surface requirements
- High impact mesh required at the first 36" above finished grade

**FINISH SYSTEM**
- System to provide equalized pressure
- To be a complete system that prevents water intrusion and eliminates any Incidental moisture that does occur

**TRIM ACCESSORIES**
- Base Flashing to allow for proper drainage
- Window returns to be of similar material as the body
- One piece control joint with V shaped slot and removable strip

**INSTALLATION**

A Install tracks, back-wrap or edge-wrap mesh at all terminations
B Install substrate without gaps and in a running bond pattern
C Rasp any board irregularities
D Apply base coat and fully embed mesh
E Apply primer coat only after base coat is completely dry
F Apply finish coat per specified finish and color
G Install all sealants per manufacturers recommendations
H Expansion joints to be installed at any building or substrate expansion and where EIFS abuts dissimilar materials or per manufacturer's recommendations
I Expansion joints to be caulked by the EIFS subcontractor
J On continuous runs, expansion joints to be installed at 75' o.c. maximum

**PROTECTION**

A Weather protection is the responsibility of the Subcontractor.
B Any damaged product caused by weather is the responsibility of the subcontractor prior to installation
C Correct all deficiencies that do not comply with project requirements

### 07310 - SHINGLE / ALUMINUM SOFFIT SPECIFICATIONS (1.7.31)

**MANUFACTURERS**

A SHINGLE ROOF – Certainteed or equal per material selection form
B ALUMINUM SOFFIT – Rollex or equal per material selection form

**SCHEDULE**

**ASPHALT SHINGLE**
- Fiberglass based, self sealing laminate architectural, class A asphalt Shingle with 30 year minimum guarantee.
- Provide matching starter strip, hip, and ridge shingles.
- Shingles to be nailed with #11 hot dipped galvanized roofing nails.

**SUBSTRATE**
- **15#** felt paper to be stapled and secured to prevent wind damage.
- Ice & water shield as required by code to be modified bitumen, cross linked Surfaced, self adhering

**FLASHINGS**
- Valley Flashing to be selected from standard manufacturer's colors
- Edge flashing to be pre-painted aluminum to match fascia color.
- Fascia flashing the be Rollex L pre-painted aluminum. Fascia greater Than 10" to be .032 aluminum

**SOFFIT**
- Rollex CV 3-16 aluminum or equal.
- Overhang soffit to be .019 aluminum for lengths less than 48"
- Canopy soffits to be .032 Peterson aluminum or equal for lengths greater than 48"
- All soffit trim to match material and color

**GUTTERS**
- Gutters to be seamless 5" K style roll formed unless otherwise specified
- Gutters to be minimum .032 aluminum coil stock

**DOWNSPOUTS**
- Downspouts to be closed pre-manufactured aluminum to match gutter Color unless otherwise specified.
- Downspout size to be determined by subcontractor
- Final location to be field verified

**MISCELLANEOUS**
- Any penetrations to be caulked with asphalt fibrous roof cement
- Step flashing to be 26G galvanized sealed to roof / wall

**ROOF VENTS**
- Continuous ridge vent to be CertainTeed shingle vent or equal
- Where ridge vent length is insufficient for venting, alternate venting Required. Subcontractor to provide venting options.

**INSTALLATION**

A Do not shingle through valleys
B Install all products per manufacturers recommendations
C Ice & Water shield to be installed per state and local requirements and at all roof penetrations
D Installation by properly trained and certified personnel only
E All penetrations to be sealed by the roofer to assure weather tightness
F Damages caused by the installer to other finishes are subject to backcharge
G Material to be installed parallel and true

**PROTECTION**

A Weather protection is the responsibility of the Subcontractor.
B Any damaged product caused by weather is the responsibility of the Roofing / Soffit contractor prior to installation.
C Projects where new work areas adjoin an existing building will require the Roofing contractor to protect the existing building.
D Leave one bundle of the selected shingles on the jobsite.
E Correct all deficiencies that do not comply with project requirements.
F Subcontractor is responsible for any damage caused by fasteners not disposed of properly.

### 07460 - VINYL / CEMENT BOARD SIDING SPECIFICATIONS (1.7.46)

**MANUFACTURERS**

A VINYL SIDING – Veriform Ashton Heights or equal per material selection form
B CEMENT BOARD SIDING – CertainTeed Weatherboards or equal per material selection form
C COMPOSITE SIDING – LP SmartSide or equal per material selection form

**SCHEDULE**

**VINYL SIDING**
- Extruded Polyvinyl chloride .042" minimum with lifetime warranty.
- Coefficient of linear thermal expansion per ASTM standards or better.
- Vinyl siding to be nailed with 1 ½" hot dipped galvanized roofing nails.

**COMPOSITE SIDING**
- Exterior Grade phenolic resin saturated paper overlay laminated to EPA Registered zinc borate preservative treated engineered wood.
- Exposed edges sealed for moisture.

**CEMENT BOARD SIDING**
- Cement, fly ash, and cellulose fiber complying with ASTM C 1186 Type A Grade II minimum 5/16" thick.
- Siding to have a flame spread index of 0, Flexural Strength of 1450 psi, UV resistant, and Coefficient of Thermal Expansion of less than 1 x 10^-5/inch/inch/degree F

**TRIM**
- Corners, J channel, and window / door trim to match siding color unless Otherwise specified in the material selection form.
- All trim pieces to be of the same material as the siding unless specified otherwise.
- Outside corners to overlap siding by 1" minimum.

**FLASHING**
- All flashing required to provide a weather tight seal to include siding to sills, Windows, doors, etc.
- Aluminum flashing to be .032 – profile per plan.
- All edges to be blunt and free from burrs.
- Final color per material selection form.

**INSTALLATION**

A Touch up all cut edges on siding and trim.
B Install all products per manufacturers recommendations
C Use trim details as shown on plans.
D Installation by properly trained and certified personnel only
E All openings and penetrations to be sealed by the siding subcontractor to assure weather tightness.
F Damages caused by the installer to other finishes are subject to back charges
G Material to be installed parallel and true

**PROTECTION**

A Weather protection is the responsibility of the Subcontractor.
B Any damaged product caused by weather is the responsibility of the Siding contractor prior to installation.
C Projects where new work areas adjoin an existing building will require the Siding contractor to protect the existing building.
D Correct all deficiencies that do not comply with project requirements.
E Subcontractor is responsible for any damage caused by fasteners not disposed of properly.

### 07530 - EPDM ROOF SPECIFICATIONS (1.7.53)

**SUBMITTALS**

A With Original Price Proposal: List proposed Product and Manufacturer of EPDM System. Any substitution requests must be submitted with original proposal.

**MANUFACTURERS**

A Acceptable Manufacturers: Carlisle Syn Tec, Firestone Building Products, Johns Manville.

**SCHEDULE**

**EPDM MEMBRANE**
- 60 mil fully adhered membrane per plan and proposal.
- Or
- 60 mil or 45 mil ballasted per plan and proposal.
- Fasteners per manufacturer's recommendation.
- Comply with all local building codes.
- Assembly to have UL class A Fire Hazard Classification

**BONDING AGENT**
- Neoprene based – compatible with all applicable substrates.
- Lap Splices: EPDM based compatible with EPDM membrane.

**VAPOR RETARDER**
- 6mil vapor barrier required at carwash or freezer applications Or as indicated per plan and specification.

**ROOF INSULATION**
- Polyisocyanurate closed cell foam with black glass reinforcing.
- Thickness / taper per plan.
- EPS foam to be isolated with dens deck to maintain UL Class A Fire Hazard Classification.

**METAL ACCESSORIES**
- Continuous metal edge termination to be aluminum, water tight, And with no exposed fasteners.
- Parapet cap flashings to be .032 minimum aluminum with reverse Pitch toward the roof.

**MATERIALS - GENERAL REQUIREMENTS**

A Materials to be compliant with ASTM D 4637

**INSTALLATION**

A Install roofing, flashing, insulation, and accessories in accordance with the manufacturers recommendations.
B Installation by properly trained and certified personnel only.
C All surface preparations per EPDM manufacturer's recommendations.

**PROTECTION**

A Protect membrane roofing system from damage and wear during remainder of construction. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damages.
B Correct all deficiencies in membrane that do not comply with requirements.
C Protect adjacent property, vehicles, and persons from damage related to roofing work.

## DIVISION 08 - DOORS & WINDOWS

### 08360 - OVERHEAD SECTIONAL DOORS 91.8.36)

**MANUFACTURERS**

A SECTIONAL DOOR - Overhead Door Corporation, EZ Therm, or equal
B OPERATORS – Liftmaster or equal

**SCHEDULE**

**SECTIONAL DOOR**
- 26 gauge galvanized steel panel
- Doors to be minimum 1 5/8" thick with weathertight joints
- End stiles to be minimum 13 gauge galvanized steel riveted to outside face
- Center stiles to be minimum 16 gauge galvanized steel riveted to outside face
- Insulated doors to have an R-value of 15 or better
- Final color and style per material selection form
- Reinforcement for hardware attachments and applicable wind loads

**COMPONENTS**
- Door track to be 3"galvanized for all doors 12' wide, 12' high, or larger
- Hardware to be galvanized steel, heavy duty hinges, and free floating hardened Steel ball bearing rollers
- Counterbalance to be helically wound high tensile torsion springs with tapered drums and galvanized cables
- Weatherstrip to seal all sides of the door
- Bottom astragal to be compression fit and replaceable
- Lites in door sections to be insulated and sealed for weather tightness

**OPERATOR**
- ½ hp minimum with push button control station per manufacturers Recommendations for door sizes
- Electronic eyes & safety accessories as required by code
- Remotes as requested

**INSTALLATION**

A All required backing to be supplied and installed by the Overhead Door subcontractor
B Install all products per manufacturers recommendations
C Field verify all dimensions
D Installation by properly trained and certified personnel only
E Operator limits to be set by the Overhead Door subcontractor
F Damages caused by the installer to other finishes are subject to backcharge
G Install all material plumb and true, free from any warp and twist
H Remove any adhered signage from doors immediately after installation

**PROTECTION**

A Weather protection is the responsibility of the Subcontractor.
B Any damaged product caused by weather is the responsibility of the subcontractor prior to installation
C Correct all deficiencies that do not comply with project requirements

### 08410 - ALUMINUM STOREFRONTS (1.8.41)

**SUBMITTALS**

A Submit (1) electronic copy of shop drawings within (2) weeks of subcontract award.

**MANUFACTURERS**

A ALUMINUM FRAMING – Kawneer, Tubelite, or equal per material selection form
B GLAZING – Oldcastle Building Envelope or equal

**SCHEDULE**

**FRAMING**
- Alloy and temper aluminum per manufacturer recommendation.
- Doors to be standard 1 ¾" thick.
- Rails and stiles to be minimum 3.2mm thick.
- Rail and Stile size per RFQ – Bottom rail to be ADA compliant
- Aluminum frame to be thermally broken meeting a minimum U-factor of .65 BTU/hr x sq ft Fahrenheit
- Painted frames to be 70% PVDF with a 10 year fade and chalk warranty

**HARDWARE**
- Closer to be LCN 1461 or equal
- Weatherstrip to be standard manufacturer pile
- Threshold to be standard aluminum ADA compliant
- Entry hardware per code requirements
- Hinges to be one pair of 4 ½" ball bearing unless specified otherwise

**GLAZING**
- Gaskets to be extruded EPDM rubber standard compression type
- Glazing to have lowE coating standard
- Glazing to be tempered as required
- Solar gain to be .68 maximum
- Glass tint as specified in the material selection form
- Annealed glass to consist of 2 layers minimum 1/8" each

**FLASHING**
- Extruded sill flashing with end dams to match frame color – set in sealant
- Frames to be sealed with Themco-Dymonic caulk or equal
- Framing members to be wrapped with breakmetal to match the storefront material as required.

**INSTALLATION**

A Fill all voids and shim spaces with insulation
B Install all products per manufacturers recommendations
C Field verify all dimensions
D Installation by properly trained and certified personnel only
E All openings and penetrations to be sealed by the aluminum storefront subcontractor to assure weather tightness.
F Damages caused by the installer to other finishes are subject to back charges
G Provide separation where aluminum frames will contact dissimilar materials
H Install all material plumb and true, free from any warp and twist
I Clean aluminum framing and remove excess sealant after installation
J Remove any adhered signage from glazing immediately after installation

**PROTECTION**

A Weather protection is the responsibility of the Subcontractor.
B Any damaged product caused by weather is the responsibility of the aluminum storefront subcontractor prior to installation
C Projects where new work areas adjoin an existing building will require the aluminum storefront subcontractor to protect the existing building.
D Correct all deficiencies that do not comply with project requirements

## DIVISION 09 - FINISHES

### 09250 - DRYWALL / PLASTER (1.9.25)

**MANUFACTURERS**

A Georgia – Pacific, National Gypsum Co., United States Gypsum, or equal

**SCHEDULE**

**GYPSUM BOARD**
- 5/8" thickness unless otherwise specified or as required for rated assemblies
- Board to be of maximum lengths to reduce end butt joints
- Board to be a minimum 48" wide
- Water-resistant board adjacent to showers and as indicated
- Edges to be tapered unless otherwise specified
- Board to be compatible with final finish

**TRIM ACCESSORIES**
- Corner beads to be zinc coated steel or formed plastic
- Window returns to have tear away bead corners
- One piece control joint with V shaped slot and removable strip
- Resilient channel to be galvanized, hat shaped, 25 gauge minimum, and of a Depth per plan

**JOINT TREATMENT**
- Provide paper or glass fiber reinforcing tape per manufacturer's recommendation
- Use joint compound complying with sheet manufacturer's specifications
- Joints to be compatible with surface finish type

**FINISHES**
- Final color and style per material selection form.

**INSTALLATION**

A Board to be hung plumb and true
B Board to be hung a minimum of 3/8" off of the floor
C Board to be held 1 1/2" below roof deck structure and screwed no closer than ½" from top plate
D Board to be screwed to framing members per board manufacturer recommendations
E Feather out drywall inside and outside corners a minimum of 24" each way
F Finish walls a minimum of 3" above finished ceiling height
G Finish walls to within 1" of the floor
H Damages caused by the installer to other finishes are subject to backcharge
I Vertical surfaces to have control joints placed a maximum of 30' o.c. or per plan
J Ceiling control joints to be 50' o.c. max with perimeter relief or 30' o.c. max without perimeter relief
K Control joints per ASTM C840 Standard
L Plaster texture to be a minimum of 1/16" thick
M Drywall contractor to inspect and repair imperfections after first coat of primer, prior to any spray applied texture.
N Board finishes to be consistent and complete to all wall opening edges and corners
O Drywall subcontractor to provide and install all required fire and sound caulking

**PROTECTION**

A Weather protection is the responsibility of the Subcontractor.
B Any damaged product caused by weather is the responsibility of the subcontractor prior to installation
C Correct all deficiencies that do not comply with project requirements
D Prevent texture finishes from coming in contact with adjacent surfaces not indicated to receive texture finish

### 09511 - ACOUSTICAL CEILING (1.9.51)

**MANUFACTURERS**

A Armstrong, Celotex, USG, or equal

**SCHEDULE**

**ACOUSTICAL PANELS**
- Product style per final color and material selection form
- Panels fitting ASTM E 1264 for type III, mineral base with painted finish
- Light reflectance coefficient not less than LR 0.80
- Noise reduction coefficient NRC 0.55
- Ceiling Attenuation Class not less than CAC 33
- Thickness of 5/8" minimum

**SUSPENSION SYSTEM**
- Main and cross runners roll formed from cold rolled sheet steel
- Main and cross runners to be electronically zinc coated and prefinished
- Main and cross runners to be 15/16" wide unless otherwise specified
- All wire hangers and braces to be zinc coated or protected with rust inhibitive Paint
- Depth per plan

**INSTALLATION**

A Install hangers plumb and free from contact with other materials
B Splay hangers only where obstructions require
C Where ducts require hanger spaces greater than the recommended standard, supply supplemental suspension systems
D Secure suspension wire to structure and grid with a minimum of 3 full turns
E Secure wall angle to the structure per manufacturer's recommendation
F Do not attach hangers to steel roof deck
G Space hangers not more than 48" o.c. and not more than 8" from runner ends
H Install all suspension runners square and entirely interlocked
I Install acoustical panels without damaged edges and accurately fitted into suspension system
J Damages caused by the installer to other finishes are subject to backcharge

**PROTECTION**

A Weather protection is the responsibility of the Subcontractor.
B Any damaged product caused by weather is the responsibility of the subcontractor prior to installation
C Correct all deficiencies that do not comply with project requirements

### 09900 - PAINTING AND STAINING SPECIFICATIONS (1.9.90)

**SUBMITTALS**

A With Original Price Proposal: List the proposed Product and Manufacturer. Any substitution requests must be submitted with original proposal.
B If product is other than those specified in the Schedule Section, a color chip or sample of the "or equal" product must be submitted to Keller, Inc. for approval.

**MANUFACTURERS**

A Acceptable Manufacturers:
The Sherwin-Williams Company, Hallman Lindsay, Diamond Vogel, Benjamin Moore

**SCHEDULE**
**(BASED ON SHERWIN WILLIAMS – EQUAL PRODUCTS PER ABOVE MANUFACTURER LIST WILL BE ACCEPTED)**

**CONCRETE**
Interior 1st Coat: S-W Loxon Masonry Primer, A24W8300
2nd & 3rd Coat: S-W SherScrub Supreme Interior Latex Eggshell, B20 Series
Exterior 1st Coat: S-W Loxon Exterior Latex Primer, A24W8300
2nd & 3rd Coat: S-W A-100 Exterior Latex Flat A06W00151

**MASONRY**
Interior 1st Coat: S-W PrepRite® Block Filler, B25W25
2nd & 3rd Coat: S-W SherScrub Supreme Interior Latex Eggshell, B20 Series
Exterior 1st Coat: S-W Heavy Duty Block Filler, B42W00046
2nd & 3rd Coat: S-W A-100 Exterior Latex Flat A06W00151

**METAL**
**Latex Systems**
1st Coat: S-W Pro Industrial Pro-Cryl Universal Primer, B66-310
2nd & 3rd Coat: S-W DTM Acrylic Coating Semi gloss, B66 Series
**Alkyd Topcoat System**
1st Coat: S-W Pro Industrial Pro-Cryl Universal Primer, B66-310
2nd & 3rd Coat: S-W DTM Alkyd Enamel, B55 Series

**WOOD**
Interior 1st Coat: S-W Wood Classics A48N208 Stains
2nd & 3rd Coat: S-W WoodClassics Polyurethane Varnish, A67 Series
Exterior 1st Coat: S-W Exterior Latex Wood Primer B42W08041
2nd & 3rd Coat: S-W A-100 Exterior Latex Flat A06W00151

**DRYWALL**
Primer before texture: S-W PVA Primer / Sealer B28 W 8000
Primer after texture: S-W PVA Primer / Sealer B28 W 8000
1st coat: S-W SherScrub B20 Series
2nd coat: S-W SherScrub B20 Series

**PLASTER**
1st Coat: S-W Proplaster Coat Interior Latex Eggshell, B20WF8880
2nd Coat: S-W Proplaster Coat Interior Latex Eggshell, B20WF8880

**MATERIALS - GENERAL REQUIREMENTS**

A. Unless otherwise indicated, provide factory-mixed coatings. Do not reduce, thin, or dilute coatings or add materials to coatings unless such a procedure is specifically described in manufacturer's product instructions

**INSTALLATION**

A All surface preparations per paint / stain manufacturer's recommendations.
B Apply coatings using methods recommended by manufacturer.
C Uniformly apply coatings without runs, drips, or sags, without brush marks, and with consistent sheen.
D Apply coatings at spreading rate required to achieve the manufacturer's recommended dry film thickness.
E Dark Colors and Deep Clear Colors: Regardless of number of coats specified, apply as many coats as necessary for complete hide.
F Inspection: The final coated surface must be inspected and approved by Keller, Inc.
G All edges of wood doors to be sealed.
H The painting contractor to re-install any door hardware removed for painting / staining.
I Woodwork to be pre-sanded as needed. Stain, seal, sand, and final coat seal all woodwork. Apply putty to nail holes and minor flaws in the field. Buff out all putty spots.

**PROTECTION**

A. Protect finished coatings from damage until completion of project.
B. Touch-up damaged coatings after substantial completion, following manufacturer's recommendation for touch up or repair of damaged coatings. Repair any defects that will hinder the performance of the coatings.
C. Provide protection to keep overspray off of windows, doors, floors, masonry drainage systems, and other surfaces which will remain visible or affect other trades. Clean all overspray, stain, or varnish that is not caught by the protection. Any cleaning of paint or stain done by others will be back-charged to the painting contractor.
D. Projects where new work areas adjoin an existing building will require the painting contractor to prevent fumes from entering the existing building.
E. When exterior painting is involved, be sure cars and any existing structures are not in the overspray.
F. Leave extra paint and stain on site for touch-ups and label each can for the appropriate room it was used in.


Keller
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 / 1-800-236-2534
FAX (920) 766-5004

MADISON
711 Lois Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE
W204 N11509
Goldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710 / 1-800-236-2534
FAX (262) 250-9740

WAUSAU
5605 Lilac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com


PROPOSED FOR: SKB MANAGEMENT DE PERE, WISCONSIN


"COPYRIGHT NOTICE"
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.


PRELIMINARY - NOT FOR CONSTRUCTION

**REVISIONS**

| | | |
|---|---|---|
| 1 | 12/3/2020 | KRW |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

**PROJECT MANAGER:** C. BONIS
**DESIGNER:** T. TISLAU
**DRAWN BY:** KRW
**EXPEDITOR:** -------
**SUPERVISOR:** -------
**PRELIMINARY NO:** P20256
**CONTRACT NO:** -------
**DATE:** NOVEMBER 4, 2020
**SHEET:** T2.0




Plan View - A

**Schedule**

| Symbol | Label | QTY | Manufacturer | Catalog Number | Lumens per Lamp | LLF | Wattage |
|---|---|---|---|---|---|---|---|
| ◯ | D | 16 | Lithonia Lighting | LDN6 xx/20 LO6AR LD | 1771 | 0.9 | 22.52 |
| ◯ | OW | 2 | Kuzco Lighting | EW3210-xx | 1173 | 0.9 | 23.8 |

**Statistics**

| Description | Symbol | Avg | Max | Min | Max/Min | Avg/Min |
|---|---|---|---|---|---|---|
| Calc Zone #2 | + | 1.3 fc | 25.9 fc | 0.0 fc | N/A | N/A |

VISUAL

SKB MANAGEMENT
DE PERE, WI
SITE

**Designer**
KH
**Date**
02/25/2021
**Scale**
1/8"=1'-0"
**Drawing No.**

**Summary**




SKB MANAGEMENT INCORPORATED

# SKB MANAGEMENT

**DE PERE, WISCONSIN**

Keller™
Planners | Architects | Builders
*Offices in the Fox Cities, Madison, Milwaukee and Wausau*

CONCEPT ONLY




SKB MANAGEMENT
INCORPORATED

# SKB MANAGEMENT

**DE PERE, WISCONSIN**

Keller
Planners | Architects | Builders
*Offices in the Fox Cities, Madison, Milwaukee and Wausau*

CONCEPT ONLY




# SKB MANAGEMENT

DE PERE, WISCONSIN

Keller
Planners | Architects | Builders
Offices in the Fox Cities, Madison, Milwaukee and Wausau

CONCEPT ONLY




SKB MANAGEMENT INCORPORATED

# SKB MANAGEMENT

DE PERE, WISCONSIN

Keller
Planners | Architects | Builders
Offices in the Fox Cities, Madison, Milwaukee and Wausau

CONCEPT ONLY



# SKB MANAGEMENT

DE PERE, WISCONSIN

CONCEPT ONLY

**City of De Pere, Wisconsin**

**Request For Plan Commission Action**

| | |
|---|---|
| **MEETING DATE:** | **April 26, 2021** |
| **DEPARTMENT:** | **Planning** |
| **FROM:** | **Peter Schleinz** |
| **SUBJECT:** | **Consideration and possible action to amend Municipal Code Section 46-13 (Platting and Division of Land – Condominium Developments) to update City review to be administrative, to establish that the conversion of existing attached two-unit buildings converting to condominium ownership is not subject to City review, and to update certain fees for existing building conversions.*** |

**ATTACHMENTS:**

- Plan Commission Report (DOCX)
- AmendSec. 46-13 Condo Plat Review (DOCX)

**ITEM 7: Consideration and possible action to amend Municipal Code Section 46-13 (Platting and Division of Land – Condominium Developments) to update City review to be administrative, to establish that the conversion of existing attached two-unit buildings converting to condominium ownership is not subject to City review, and to update certain fees for existing building conversions.***

**REQUESTED ACTION:** Amendment to Municipal Code Section 46-13.*

**SUMMARY:** In order to meet the State Statute 703 requirements for condominium plat review, the following changes are proposed:

1. The condominium plat review authority is proposed to change from Plan Commission to the Director of Development Services or designee in order to meet the State Statute 10 day review timeline.
2. The conversion of existing attached two-unit buildings to condominium ownership is proposed to not be subject to City review because the conversion is a change of ownership and not a change of building construction with a site plan.
3. Certain fees for existing building conversions are proposed to not apply in order to eliminate duplication of fees that have already been paid.

**HISTORY** Municipal Code Chapter 46 was updated in September 2020 to add City review authority for all condominium plats. The summary above references the proposed revisions to the September update.

**APPLICANT/OWNER NAME:** City of De Pere

**ANALYSIS:** A brief analysis for items has been included in the above 'Summary' section of this report.

Staff proposes amending Municipal Code Section 46-13 (Condominium developments) with the following:

- Revision of Section 14-13(b) to reference that this chapter shall apply to condominium developments other than the conversion of existing attached two-unit buildings to condominium ownership.
- Removal of Section 46-13(b)(4) and addition of new Section 46-13(b)(5) to revise the review process to be administratively completed by the Development Services Director or designee within the timeframe established by State Statutes 703.115.
- Renumber original Section 46-13(b)(4) to become new Section 46-13(b)(4) to reference that certain fee requirement shall not apply to existing structures converting to condominium ownership.

The impetus for this change stems from staff being unable to complete reviews in a timely manner for property owners, per the requirements of State Statutes 703, and the review of conversions of certain existing structures being unnecessary at the City level.

**REVIEW PROCESS** Platting and Division of Land Code Amendments follow this process: Plan Commission Review and Ordinance at Common Council. This item is anticipated to be published for the May 4, 2021 Common Council meeting.

**STAFF RECOMMENDATION:** Staff recommends APPROVAL of the proposed amendment to Municipal Code Section 46-13 to update City review of condominium plats to be administrative, to establish that the conversion of existing attached two-unit buildings converting to condominium ownership is not subject to City review, and to update certain fees for existing building conversions, as shown on the documents that are attached with this staff report.

## Sec. 46-13. Condominium developments.

(a) *Purpose*.

(1) The common council hereby finds that certain issues arise in condominium developments that require limited applicability of this Chapter to condominium developments. The state legislature has recognized that subdivision ordinances may apply to condominiums but that subdivision ordinances may not impose burdens upon condominiums that are different from those imposed on other property of a similar character not subject to a declaration of condominium.

(2) The factor that makes this chapter applicable to condominium development is the creation of multiple, distinct property entities at or near the ground surface, subject to property taxation and separate tax parcels, with each property entity having different ownership and management. The City determines that this factor makes a condominium development dissimilar, both physically and in ownership, from developments in which the land and improvements are under unitary ownership, management and control.

(3) Thus, the common council hereby finds that new condominium developments can place impacts upon community resources in the same manner as other new developments that are characterized by division of land into lots. These impacts include:

a. Additional population density.

b. Possibility of use of particular land in a manner unsuitable to the land's characteristics.

c. Additional demands upon city parks, recreation areas, utility facilities and schools.

d. Additional traffic and street use.

(b) *Portions of chapter applicable to condominium developments.* Subject to the provisions of Wis.Stats. §703.115, ~~T~~the following sections of this chapter shall apply to condominium ~~developments~~developments other than the conversion of existing attached two-unit buildings to condominium ownership:

(1) Section 46-4(b) through (g) relating to design standards for improvements.

(2) Section 46-5 of this chapter relating to public sights and open spaces.

(3) Section 46-6 of this chapter relating to required improvements.

~~(4) Sections 46-7(a) and (b) relating to preliminary consultation and preliminary plat approval. This stage of approval shall be the only approval required.~~

(~~5~~4) Section 46-11 of this chapter relating to fees for review, except that this requirement shall not apply to existing structures converting to condominium ownership.

(5) Review and approval or denial of condominium developments under this paragraph shall be administratively performed by the Director of Development Services or designee in order to meet the review timeline of Wis. Stats. §703.115

(c) This section shall not apply to any condominium plat recorded prior to the effective date of the ordinance from which this chapter is derived.

**City of De Pere, Wisconsin**

**Request For Plan Commission Action**

| | |
|---|---|
| **MEETING DATE:** | **April 26, 2021** |
| **DEPARTMENT:** | **Planning** |
| **FROM:** | **Daniel Lindstrom** |
| **SUBJECT:** | **Consideration and possible action on the award of contract for Comprehensive Plan Update and the West Downtown Vision Plan to SmithGroup.** |

**ATTACHMENTS:**

- 042621 Memo to PC - Comp Plan and West Downtown Vision Plan Consultant Recommendation (PDF)
- De Pere 2040 Comprehensive Plan Updated and West Downtown Vision Plan RFP 02092021 (PDF)
- Interview Questions (PDF)
- West Downtown Map (PDF)
- Parking Study Map (PDF)
- De Pere Revised Project Schedule (PDF)
- De Pere Revised Process Diagram (PNG)

# CITY OF DE PERE
# MEMO

To: Plan Commission
From: Daniel Lindstrom, Development Services Director
Date: April 26, 2021

RE: **Consideration and possible action on the award of contract for Comprehensive Plan Update and the West Downtown Vision Plan to SmithGroup**

## Summary

As defined in Wisconsin Statute Section 62.23(2)(3), the City of De Pere is authorized to prepare and adopt a Comprehensive Plan. The Plan requires periodic updates. The original adoption occurred on September 27, 2004 and an update occurred on July 6, 2010. Many of the Plan's vision statements, goals, objectives, and policies remain valid; however, some elements may need to be revised, renewed, or removed from the Plan. Also, the City will benefit from a new document titled West Side Vision Plan. This plan is similar to the 2018 Cultural District Master Plan and can be designed to function alongside, or as part of, the Comprehensive Plan Update. To accomplish this task, the Plan Commission recommended staff progress with a Request For Proposal (RFP) to seek a consultant team to assist City staff with the drafting of an updated 2040 Comprehensive Plan and a new West Side Vision Plan. The City posted the RFP for distribution in February. City staff received eight total RFP responses and the selection committee spent early March reviewing the responses. The following individuals were members of the selection committee Mayor James Boyd, City Administrator Larry Delo, Development Services Director Daniel Lindstrom, Senior Planner/Zoning Administrator Peter Schleinz, Tina Quigley, Executive Director of Definitely De Pere, and Mark Higgins, Citizen, Plan Commission Member, Project Steering Committee Member, and Joint Review Board Member. The selection committee felt three proposals ranked higher than the others and after interviewing three firms (1) SmithGroup, (2) SRF Consulting, and (3) The Lakota Group, the selection committee unanimously recommend SmithGroup for the project. The selection committee believed the proposed project approach, engagement methods, and staffing would be the best fit for this project and the City of De Pere. SmithGroup was also the lead consultant on the Cultural District Master Plan.

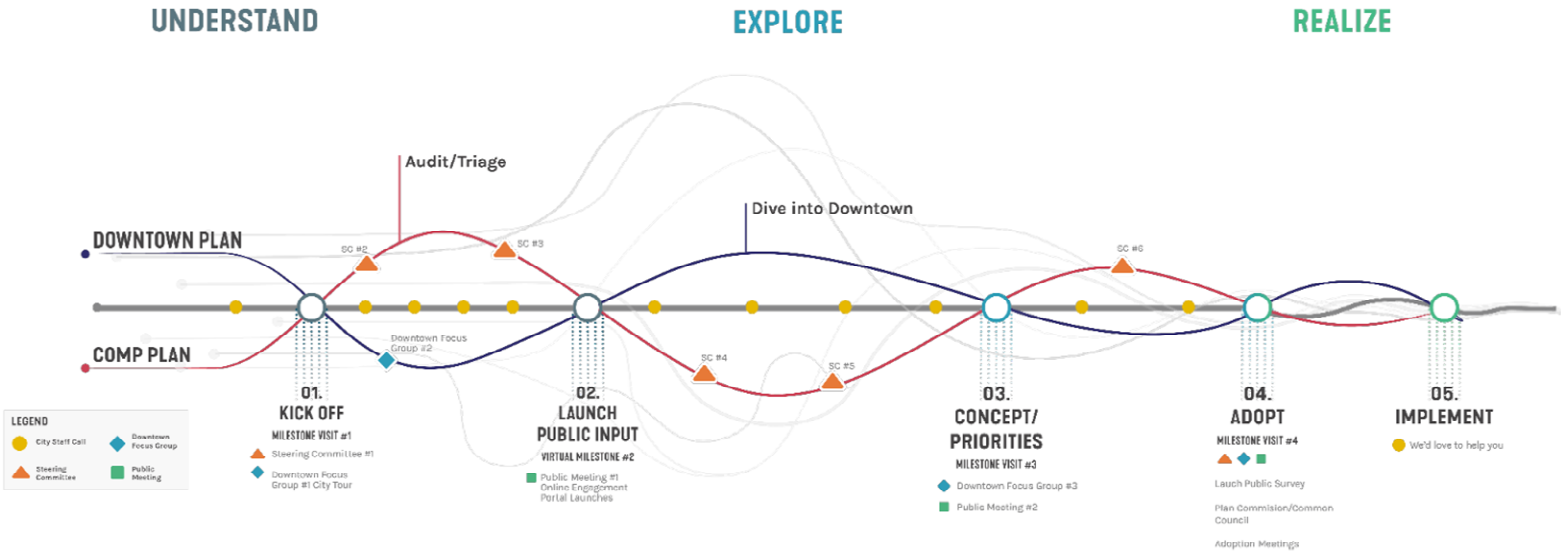
## Budget

The RFP identifies a maximum budget assigned to the project of $80,000 for both plans. Respondents are requested to provide a proposed completion timeline. Since the time of the RFP, staff met with possible developers for the Broadway/Front Street site, Shopko site, and several smaller sites on both sides of the Downtown. It is becoming imperative that we also work with a consultant to complete a parking study to review our potential full downtown building out as soon as possible so our downtown vision plans are based on the maximum future buildout of the Downtown. We requested the consultant include an additional scope that would be included as part of this scope as an addendum to the RFP project scope. The consultant is currently preparing the parking study scope based on City direction. The

City included the expenses in the TID Budgets and would be split between TIDs No. 7, 9, 16, and potentially a new TID for the Shopko site.

**Timeline**

SmithGroup proposes a 12-month timeline for the project that will integrate public engagement throughout the planning process. A representative timeline diagram is included below and SmithGroup did provide a revised timeline to show how a parking study would fit within the existing scope. That is attached to this memo.




## Staff Recommendation

Staff recommends approval of the SmithGroup for the Comprehensive Plan Update and West Downtown Vision Plan as outlined in the RFP and revised parking study scope and forward the recommendation to the Common Council for approval.

# REQUEST FOR PROPOSALS
# City of De Pere, Wisconsin

## 2040 Comprehensive Plan Update
## and
## West Downtown Vision Plan

**Development Services Department**

**Issued: February 9, 2021**

**Proposals Due: March 5, 2021, by 4:00 PM**

Respondent shall submit one (1) complete original hard copy proposals and one (1) electronic copy in PDF format on USB Flash Drive of the entire proposal in a sealed package marked with the project name, " De Pere 2040 Comprehensive Plan Update and West Downtown Vision Plan" on the front of the package.

To be considered, proposals must be received no later than 4:00 PM, Central Time, March 5, 2021, and delivered to:

Daniel Lindstrom, Development Services Director
City of De Pere
335 S. Broadway
De Pere, WI 5411

## A. SUMMARY

The City of De Pere, WI seeks proposals from qualified planning individuals or project teams to prepare an update to the current Comprehensive Plan previously adopted in 2010 and a new West Downtown Vision Plan. The City believes that a large majority of the content is still applicable in the Comprehensive Plan, but this process should update the Comprehensive Plan to retain, revise, renew, or remove the vision, goals, objectives, and policies that will guide the City's decisions and will incorporate recently approved plans and studies. The process should also update the background information and demographics with the 2020 census information. Furthermore, the Plan should be streamlined to a much more public-friendly and usable document. To that end, the format of the document should be modernized and reformatted as appropriate and should utilize modern tables and graphics to the greatest extent possible. The City will take a lead effort to illustrate the Comprehensive Plan process in the public realm through posters, handouts, online, or other innovative ways to summarize the goals and objectives and help take the document "off the shelf".

*Comprehensive Plan*

The Plan update will assist City Staff, Plan Commission, Common Council, and other advisory committees to gauge the direction in which citizens and various stakeholders within the community would like to see the City advance. The Plan update must guide the City on appropriate implementation of new development and redevelopment plans within the community, while also meeting the service demands that come with community growth. The Plan will describe a desired future for the community over the next 20 years and establish goals to move toward that future.

*West Downtown Vision Plan*

During the 2010 Comprehensive Plan update, the City simultaneously prepared a Downtown Master Plan. These planning processes did not result in planning documents that worked well together. The new plan format must ensure that does not happen again; therefore, the City requests the planning individuals or teams to also prepare a proposal to create a West Downtown Vision Plan similar to the Cultural District Master Plan that was prepared in 2018 for the east side of the Downtown. The Comprehensive Plan and the West Downtown Vision Plan projects should run concurrently and capitalize on combined public engagement and project management efforts

The two plans shall be referenced individually or shall be collectively described as "Plans" throughout this RFP.

## B. COMMUNITY OVERVIEW

The 24,970 people, who call the City of De Pere, Wisconsin home, know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The city has two excellent school districts, an urban private college, a dynamic downtown, successful business parks and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents.

The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

## C. SCOPE OF WORK

The Plans should guide decisions affecting the physical development and redevelopment within the City. The process for the Comprehensive Plan Update and the West Downtown Vision Plan will be critical to City success and must ensure that the final documents reflect the desired vision for the community as determined by appointed/elected officials, citizens, landowners, business leaders, and other stakeholders through community participation. The Plans shall be simplified guiding documents that reflect the community's unique character and provide clear development goals. The Plans will help maintain collaborative and respectful relationships within the community and with surrounding neighbors and collaborative organizations.

The City of De Pere anticipates a scope similar to the following. These are general requirements for the planning process and are not intended to be a comprehensive list of tasks and deliverables. It is expected that project teams will provide the City with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on comprehensive plan projects.

### 1. General Planning Process Tasks

The planning individuals or project team selected will provide a range of municipal planning services required to update the City's Comprehensive Plan and create the West Downtown Vision Plan. The combined general tasks between the two plans shall include but are not necessarily limited to:

a) Project Management: Project Management includes effective coordination with staff, Common Council, and the Plan Commission. The project team will assist with the creation of a Comprehensive Plan Update and West Downtown Vision Plan Steering Committee to lead the process. Project management tasks shall include at a minimum the following:

i. Conduct an initial project management team meeting; including an immersion site tour to create a shared understanding of the project purpose, process, and schedule between the project team, the City, and the Steering Committee (see below).

ii. Conduct an initial stakeholder analysis by identifying key stakeholders, their issues, levels of involvement, and strategies for outreach.

iii. Prepare a project process roadmap: Prepare a guiding document for the project management team that lists the project phases, schedule of events/activities, and products on a timeline and assigns roles and responsibilities for each task.

b) Assessment: Assessment includes conducting an initial review of the existing community planning reports and studies. The City will provide links to all existing, related community-planning reports, plans, and studies from local planning agencies and community advocacy groups for the project team review. Current plans include:

i. 2010 Comprehensive Plan
ii. Downtown Master Plan (2010)
iii. Cultural District Master Plan (2018)
iv. Cultural District Plan Market Analysis (2018)
v. Downtown Wayfinding (2021)

vi. Current Zoning Code
vii. Zoning Code update (ongoing)
viii. Historic Preservation Plan/Historic District Maps
ix. Comprehensive Outdoor Creation Plan
x. COVID Business Aid programs
xi. Business Improvement District Operating Plan (2021)
xii. Downtown façade grant program
xiii. Housing and Housing Affordability Reports
xiv. Tax Increment Districts (No. 7-16)
xv. 2020 ESRI Market Analysis Documents.

LINK TO City of De Pere web page for access to above documents:
www.deperewi.gov/rfp

c) Public Engagement

The City of De Pere values the participation of citizens in every stage of the decision-making process. Participation of citizens, landowners, business owners, appointed and elected officials, and other stakeholders throughout the community is paramount to the success of the Plan update; therefore, the City will place a strong emphasis in the selection process on choosing a project team that has strong facilitation skills.

*Steering Committee*
The engagement process will include a steering committee that should meet regularly based on the proposed scope. The preliminary list of stakeholder representative groups is as follows:

i. City of De Pere Resident(s)*
ii. Business Owners*
iii. Council Member(s)*
iv. Plan Commission Member(s)*
v. Park Board Member
vi. Board of Public Works Member
vii. Redevelopment Authority Member
viii. De Pere Chamber
ix. Definitely De Pere*
x. Historic Preservation Commission Member*
xi. St. Norbert College *
xii. City of De Pere Staff – Planning, Parks, Administration, Public Works/Engineering*

* Represents a subset of representatives for the West Downtown Vision Plan

*Public Meetings/Focus Groups*
The project team may also utilize focus groups and open houses to elicit responses for specific visioning and strategies, and community surveys as a broad visioning tool. The process shall include at least two but no more than five open houses or focus group meetings to review the results of the

comprehensive planning process and the draft plan. The public meetings for the Comprehensive Plan can also be used to gain specific insight into the West Downtown Visions Plan; however, at least one (1) separate focus meeting should be held to plan for the future of West Downtown. The selected project team shall also present ways to engage with the public during the current pandemic where public facilities are typically closed.

*Final Plans:*
The final Plans shall be presented to the Plan Commission and Common Council by the consultant; however; City Staff expects the members of the Committee to take on a leadership role and also present the plan to the appropriate bodies.

*Staff Support:*
The City has several staff members with significant experience in public engagement and expects to participate in the engagement process. The selected project team will be responsible for working with the staff to prepare the framework for the most impactful ways to obtain public participation. The project team will be responsible for organizing and then co-leading public events with City Staff. To assist with the project budget, the City anticipates being able to supply staff members to support virtual "Zoom Room" or in-person engagement efforts. Staff will also provide a graphic designer to prepare public meeting flyers and social media posts. Project team proposals should reflect these contributions.

**2. Comprehensive Plan Specific**

The project team shall prepare the plan and each plan element in accordance with the Wisconsin comprehensive planning statutes, utilizing the current content of the comprehensive plan document to the extent possible and practical. We expect at the end of the process to have a newly-formatted user-friendly document that is supported by graphics, tables, and other images that reflects our community vision. The document should be structured with a supplemental appendix to house the majority of the background data and the body of the report contains the relevant goals, objectives, and strategies. The process shall include the following stages:

a. Plan Audit and Assessment: The current plan should be audited with City Staff and Steering Committee for performance: vision/focus; data and maps; goals, objectives, and policies. Utilize a "triage" approach for the audit to retain, revise, renew, and/or remove, as appropriate. Staff anticipates two or three working meetings with the Steering Committee to complete the review of the existing plan chapters.

b. Engagement: See the engagement phase of the General Planning Process Tasks. It is assumed the process will include strategically scheduled public meetings throughout the process. Specifically, public meetings shall be held to review the following:

   i. Community update since 2010

   ii. Result of the Plan Audit

   iii. Proposed Plan changes and updates to the required elements

iv. Integration of the 2010 Downtown Plan, Cultural District Master Plan, and the Proposed West Downtown Vision Plan.

v. Plan approval

The City does not dictate these as standalone meeting topics, but Project Teams should illustrate how they proposed to address these topics throughout the series of meetings.

c. Plan Drafting: Following the triage approach, the Project Team should include updates to each of the required comprehensive plan elements as discussed by the Steering Committee. The City anticipates some of the updates to include but is not limited to:

i. Introduction: Review, update, and revise with emphasis on recent planning efforts and incorporation into the Planning document.

ii. Issues & Opportunities: Review and recommend changes to City's goal statements. The audit shall review the updated population from the pending 2020 Census and other updated data.

iii. Land Use: Update the existing land use map, proposed land use map, a chart with proposed acres per land use, with specific recommendations for each land use designation as well as a specific policy for amending the land use map.

iv. Housing: Update element including review and update of existing housing inventories, analyze new data and projected housing needs, validate and update as necessary the identified number of housing units needed to serve the city's projected growth. The recent 2019 and 2020 Housing Affordability Reports can be used as part of this update.

v. Transportation: Update element to include discussion of all modes of transportation. Include maps for the Pedestrian & Bike Trail, and the Road & Highway system map. This chapter will also be used as the basis for an update to a Bike and Pedestrian Plan. The City Official Map should also be an addendum to this Chapter that identifies all ultimate right-of-way for existing and proposed roadways within the City.

vi. Economic Development: Update the current business inventory and business environment overview discussion, employer trends, largest employers in the City, employment projections, Economic Development Programs, and City TIF / TID updates. The City will provide the project team with the annual TID update.

vii. Utilities and Community Facilities: Update existing utility maps based on recent and future growth.

viii. Agricultural, Natural & Cultural Resources: Update element to include current maps of the City's wetlands, woodlands, agricultural use, environmental corridors, topographic features, surface water, watersheds, and floodplains.

ix. Intergovernmental Cooperation: Updates to this section may include discussions of future boundary agreements with the surrounding towns and other partner organizations

x. Implementation: Review, update, revise and add to the goals and objectives for each of the various elements listed above into a usable implementation tabled that also identifies responsible parties, potential funding sources, and timeframes.

xi. Appendix Supplemental Data: The City requests an appendix that includes the following

1. Analysis of ESRI and other third party market analysis
2. Housing Market Analysis
3. Demographic and Income analysis
4. Development Opportunities Analysis

d. Plan Deliverables and Approval: The City anticipates the process will also require drafts of the Plan for review by the Steering Committee at the completion of various key phases of the project. *The City anticipates three to four working meetings with the Steering Committee to complete the review of the proposed plan chapters.*

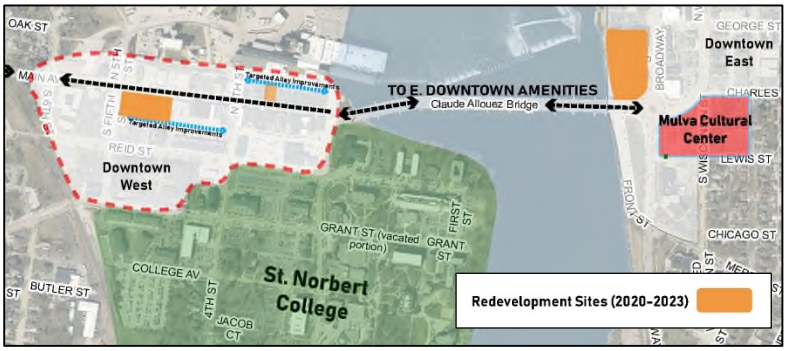
**3. West Downtown Vision Plan Specific**

Similar to the 2018 Cultural District Master Plan, the City requests a vision plan for the west side of the Downtown subject to the following goals:

- Progressive, thoughtful, and contextually sensitive, while also being financially viable.
- Maximize pedestrian and bicycle mobility and connections.
- Elevate the role of the public realm, open spaces, and landscaping, particularly along the Fox River, Main Avenue, and Reid Street.
- Identify opportunities and locations for public art.
- Specify optimal business types in order to create synergy from the Cultural Center.
- The plan may be broken into several streets or zones to differentiate between areas within the plan.
- Incorporate St. Norbert College's impact and vision into the planning process.

LINK TO 2018 Cultural District Master Plan:
https://www.deperewi.gov/egov/documents/1530107831_58578.pdf

a. STUDY AREA – West Downtown Vision Plan: The map to the right illustrates the approximate study area for various elements of the west downtown vision plan. See Section L of this RFP to view a detailed map.



b. Assessment (Due Diligence and Background Research: Concurrent with the assessment phase of the Comprehensive Plan Update the process shall include a meeting with City staff to review the background to include at a minimum:

   i. Review of current guiding documents (Comp Plan, Downtown Plan, Zoning Code, Main Street Guidelines)
   ii. Property inventory and analysis
   iii. Land Use and business mix inventory and analysis
   iv. Utilities
   v. Existing Structures and conditions
   vi. Environmental
   vii. Economic/Market Analysis
   viii. High-level financial pro forma for redevelopment areas
   ix. Understanding of local development climate and construction costs

c. Vision and Design: Project team to conduct a 2-3 day charrette with key stakeholders to include at a minimum:

   x. Kick off with stakeholder group and review of assessment information. Section C.2.C contains a list of the stakeholder groups.
   xi. Discussion, facilitation, and agreement on a shared vision.
   xii. Engagement efforts to work through each street/section.

d. Plan Deliverables: The Plan deliverables shall include at a minimum:

   i. Summary of Due Diligence and Background Research.
   ii. Summary of the engagement process and feedback.
   iii. Economic analysis for the entire geographic area.
   iv. Subarea Plan for the entire area – differentiated by zone. May include (but not be limited to):
      a. Public Spaces
      b. Design intent – possible design/material guidelines
      c. New Buildings
      d. Building height and massing recommendations
      e. List of businesses/land uses that fit economically with the redevelopment plan and also create cultural synergy
   v. Implementation Strategy that may include (but not limited to)
      a. Regulatory recommendations
      b. Incentive policy
      c. Operational and programming recommendations

## D. CITY RESPONSIBILITIES

The Development Services Department will be responsible for administering the project and overseeing the project team's work on this project. Representatives from various City departments will review plans and other documents prepared by the project team. As stated above, the City has staff with significant experience in public engagement and expects to significantly participate in the engagement process. Staff also has a complete GIS Division that can lead or partake in the mapping process for each of the Plans.

## E. PROPOSAL REQUIREMENTS

Respondent shall submit one (1) complete original hard copy proposals and one (1) electronic copy in PDF format on USB Flash Drive of the entire proposal in a sealed package marked with the project name, " De Pere 2040 Comprehensive Plan Update and West Downtown Vision Plan" shall be marked on the front of the package. To be considered, proposals must be received no later than 4:00 PM, Central Time, March 5, 2021, and delivered to:

Daniel Lindstrom, Development Services Director
City of De Pere
335 S. Broadway
De Pere, WI 54115

Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted. Postmarks before the deadline are not sufficient for acceptance. The City will not be responsible for any errors or omissions in the proposals or any delivery delays.

Proposals should include the following information, presented in a clear, comprehensive, and concise manner, to illustrate the project teams' capabilities and technical approach to the work. Each proposal must include the following information:

1. Title Page and/or Cover Letter. Show the proposal title, the name of the organization, address, telephone number(s), email address, name of the primary contact person, the date, and other relevant company information. Provide the name(s) of the person(s) authorized to make representations for your team, their title(s), address, email address, and telephone number(s). Include a list of and contact information for any proposed sub-consultants and the work they will perform.
2. Statement of Qualifications. Brief introduction of the Project Team organization. Summary of your understanding of the project and why your team is best suited to complete the scope of work.
3. Key Staff. Identify the designated project manager or primary contact and key supporting staff. Include resumes for each of the individuals and identify any sub-Consultants.
4. Scope and Approach. State the services your team is proposing to provide. Describe the process and timeline that would be utilized to complete the project.
5. Schedule. Illustrate the Scope and Approach including a breakdown of tasks, timeline, meetings, deliverables, and task responsibility.
6. Experience and Examples. Describe your team's experience in the required areas of expertise, and its ability to provide the needed services for the City. Include at least three examples in the last five years. List a minimum of three references related to similar work; references matching the three examples are preferred but not required.
7. Cost. Provide a fee computation broken down by the major tasks listed in Section 4 and for the project as a whole. Include the maximum fee not to be exceeded for the services to be rendered.

Failure to complete the above documentation may be grounds to declare an RFP non-responsive and the City may reject the statement of qualifications in whole or in part.

## F. EVALUATION CRITERIA

Proposals will be evaluated based on the overall approach, team experience and qualifications, budget, organizational structure, methodology, schedule and fit with the City of De Pere. Proposals will be evaluated according to the following:

1. Project approach and scope. (20 points).

2. Qualifications of the project team and individual members. Particular attention will be given to the experience and the demonstrated ability of the project manager to complete all project tasks. (20 points).

3. Project Team experience and examples (20 points).

4. Understanding of required project work. (20 points).

5. Project cost. (15 points).

6. Quality of the proposal design. (5 points)

## G. SELECTION PROCESS

The Project Team selection process will involve the following primary steps.

1. Proposal Review. The proposal review will be based on a comparative assessment and scoring of each document in accordance with the Evaluation Criteria. The City will then select one or more finalist Project Teams to advance in the selection process. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposing teams, or to allow corrections of errors or omissions. The City reserves the right to verify any information contained in proposals.

2. Interviews. The City will determine whether interviews are needed, or it may make a selection based on the proposals alone. If determined necessary by the City, the finalist teams will be requested to present their experience, proposed approaches, and personnel in an interview to members of the City's selection team and/or City Council. (Further interview instructions will be provided to the selected finalist team(s).) The City will then review the presentation(s) and select a team to advance in the process.

3. Steering Committee and Plan Commission Review. Based on the results of the selection process, the City's selection team will recommend to the Plan Commission and the Common Council for approval. The final contract must also be approved by the Common Council.

4. Award of Contract. The City will enter into negotiations with a team based on the City's selection team recommendations. Negotiations will be conducted beginning with the team ranked first. If a contract that is satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award will be made to that team. Otherwise, negotiations with the team ranked first will be formally terminated and negotiations conducted with the team ranked second, and so on until a contract can be negotiated at a fair and reasonable price. The City reserves the right to reject any and all proposals submitted.

## H. BUDGET

The City has budgeted $80,000 for this project. This funding is considered sufficient to accomplish the defined scope with assistance from the City in engagement and mapping. Proposals should provide a work plan that best meets the above objectives and scope including all travel and incurred costs. The proposal should also illustrate additional items that could be out of budget but feel would be a benefit to the project.

## I. MISCELLANEOUS AND GENERAL PROVISIONS

1. Non-Discrimination Statement: The City of De Pere does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.
2. Rejection of Proposals: The City reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the City's sole judgment, can best perform the scope of services required.
3. Withdrawal of Proposals: the proposer upon submission of a written request may withdraw Proposals.
4. Ownership of all data, material, and documentation originated and prepared for the City pursuant to the RFP shall belong to the City and be subject to public inspection in accordance with the Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by the Project Team shall not be subject to public disclosure under (FOIA) unless otherwise required by law or a court.
5. The City is not liable for any costs incurred by any Project Team in connection with this RFP or any response by any Project Team to this RFP. The expenses incurred by a Project Team in the preparation, submission, and presentation of the proposal are the sole responsibility of the Project Team and may not be charged to the City, regardless of whether or not a Project Team's Proposal is ultimately selected by the City for completion of the work detailed in this RFP.
6. Each Project Team should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or specifications to be provided to the City under this RFP is subject to negotiations with the successful Project Team, and final approval of the City.
7. The Project Team shall maintain, during the life of the Agreement, public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages that may arise from the performance of work under the Agreement.

## J. ANTICIPATED PROJECT SCHEDULE

| | |
|---|---|
| RFP Distribution: | February 9, 2021 |
| Questions Due*: | February 19, 2021 |
| City Responses Due: | February 24, 2021 |
| Submittal Deadline (4:00 p.m. CST) | March 5, 2021 |
| City Review of Responses | March 8-12, 2021 |
| Interviews (if necessary) | March 17 & 18, 2021 |

*Note only written questions are permitted.

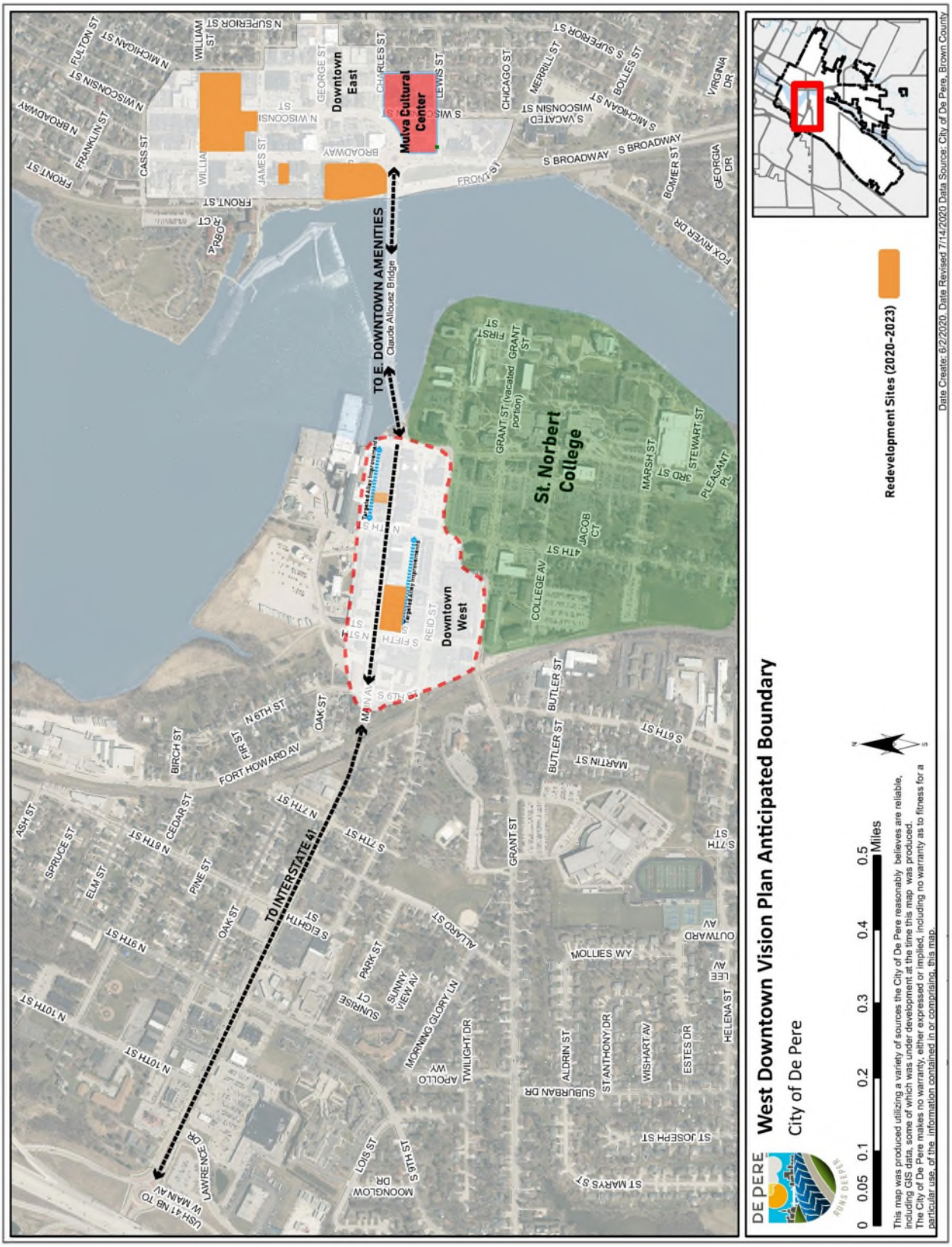
## K. QUESTIONS:

All questions shall be submitted in written form to the contact information provided below. Answers will then be provided, via the City website, in written form as a part of an addendum to this RFP.

City of De Pere
ATTN: Daniel J Lindstrom
335 S. Broadway
De Pere, WI 54115
Email: dlindstrom@deperewi.gov

For additional context on the City of De Pere and the digital version of this RFP, please visit our website at www.deperewi.gov/rfp

## L. APPENDIX: WEST DOWNTOWN VISION PLAN BOUNDARY



# CITY OF DE PERE
# MEMO

To: Interview Group
From: Daniel J Lindstrom, Development Services Director
Date:

RE: **Interview Structure and Questions**
**Comprehensive Plan Update and West Downtown Vision Plan**

The City of De Pere ("City") will be hosting virtual interviews for the three selected project teams.

**Interview Structure**
The general structure of the interview will be as follows:

1. Welcome, Introductions, City overview of the Project: .....5 Minutes (City)
2. Firm Overview and Relevant Experience:.....5 Minutes
3. Presentation of Proposed Project Approach:..... 10-15 minutes
4. Example Virtual Public Engagement Exercise/Walkthrough:.....10-15 minutes
5. Interview Panel Questions Applicant: .....10-15 minutes
6. Applicant Questions for Interview Panel:.....10-15 minutes

The City uses the 'Go-to-Meeting' virtual platform; however, we would prefer that you use the platform that you are most familiar with for public and online engagement sessions. The City will send out the calendar invite to you but request that you provide the City with simple video login instructions to include within the meeting invite.

**Selection Committee**
The selection committee/interview panel will consist of the following individuals:

- Mayor James Boyd
- Larry Delo, City Administrator
- Daniel Lindstrom, Development Services Director
- Peter Schleinz, Senior Planner/Zoning Administrator
- Tina Quigley, Executive Director of Definitely De Pere
- Mark Higgins, Citizen, Plan Commission Member, Project Steering Committee Member, and Joint Review Board Member

**Possible General Process Questions:**
1. Who will be the day-to-day project contact from your team? Is the interview team the core team that will work on the project? Is there anyone who will work on this project who is not in the interview?

2. The COVID-19 Pandemic changed how a planning project engages with the public. We anticipate some members of the public might not be willing to attend events in person until 2022. We anticipate virtual being more important toward the beginning stages. Please describe your hybrid approach of both virtual and in-person public

engagement that we will need to employ throughout the planning process. We anticipate virtual being more important toward the beginning stages.

3. How do you prefer to communicate with City staff regarding project progress reports? (weekly/biweekly/monthly email summaries, phone calls, video calls, etc.)

**Possible Comprehensive Plan Questions:**

1. The City is interested in hiring a consultant that will bring a new idea into what a comprehensive plan can be; therefore, we will rely on your professional creativity to help create a plan that is easier for the general public and elected officials to use. What are some initial thoughts to create a more user-friendly document?

2. Is there a project that you've worked on that you think mirrors the objectives and needs of our project?

3. How would you recommend creating/amending a Comprehensive Plan that is easily updated on an annual or bi-annual basis?

**West Downtown Vision Plan:**

1. The City is interested in hiring a consultant to craft a vision for the west side of Downtown. We will be relying on your professional creativity and knowledge to help drive the foundation of this plan. So, what are your preliminary thoughts? Based on what you know of the project objectives and what you know of De Pere, what would you love to see as a vision for this part of Downtown? Or at least interesting things to explore? We don't anticipate a grandiose conceptual drawing or exact schematics – just some fun brainstorming and design ideas. While there are no right or wrong answers. We want to let you know the City has been striving to create a vision of one community that happens to have a river that divides the downtown. We do realize two sides of the river each have their character that should be emphasized. We want it to be understood that the West Downtown Vision Plan should not be a copycat of the Cultural District Master Plan, but should be a complementary component.)

2. We anticipate including a diverse group of stakeholders as part of the process. At this time, their visions for the area may differ. What facilitation tools/expertise do you hold to facilitate meetings with converging viewpoints while still resulting in a shared (or at least mostly shared) vision? Additionally, would recommend any subset of the steering committee to address individual topics (bike/ped, parking, land use, etc.).

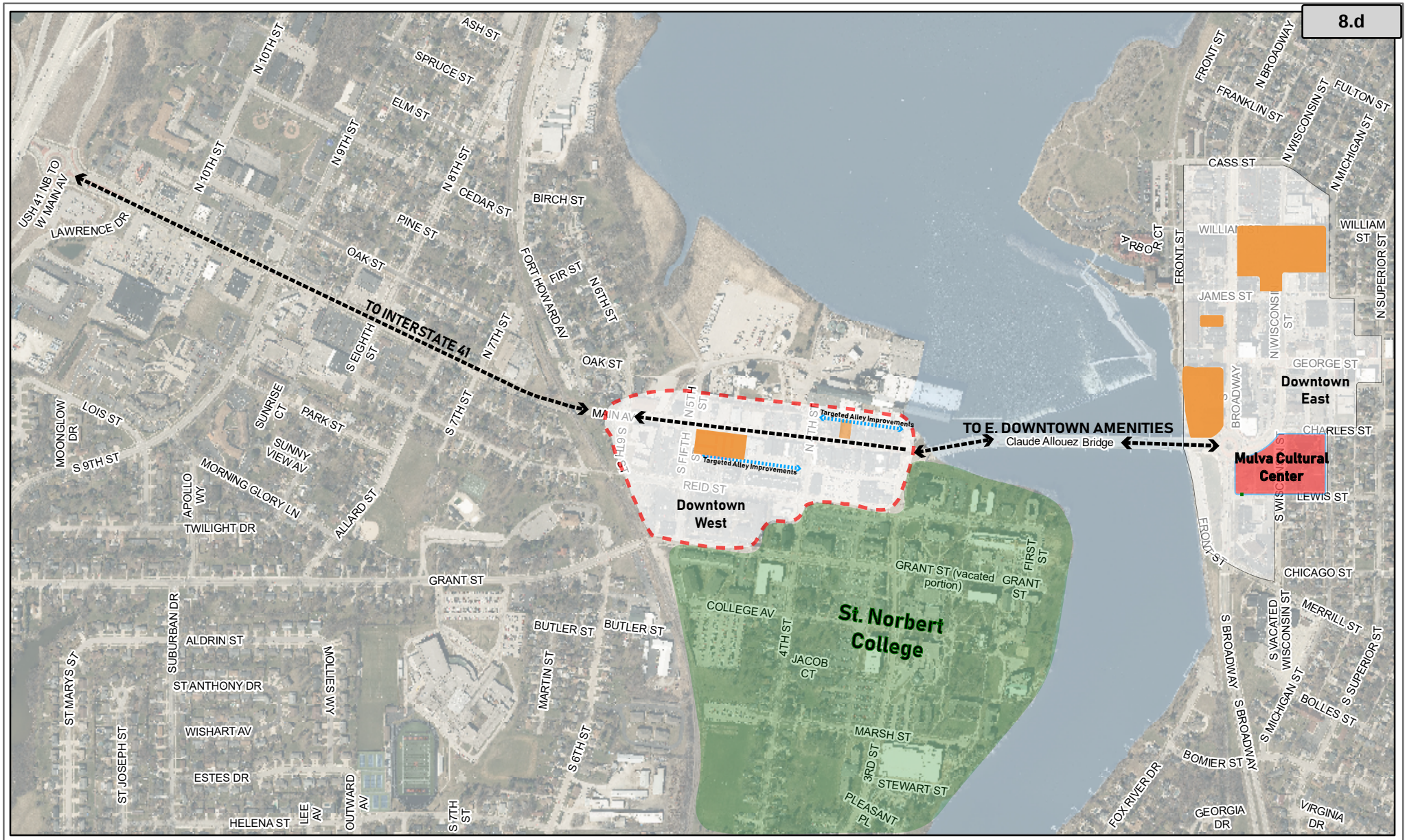
3. Is there a project that you've worked on that you think mirrors the objectives and needs of our project?

4. Do you have experience working with municipal clients that have integrated partnerships with colleges or universities that have a separate or standalone vision for the future of their campus? (e.g. "Towns and Gowns")

5. Visualization is also an important component of the project process. Most in De Pere generally support new development and redevelopment in the Downtown, but few agree on what that means exactly. What it looks like, how it's massed the role of the public realm. There is a consensus that it should be thoughtful and respectful of the existing historic character, but De Pere is also known for having a progressive spin (like the more modern architecture of the Claude Allouez Bridge). What visualization and/or visual preference techniques do you propose using as part of this project to establish and then communicate a vision for this District?

6. The 2021 WI-APA State Conference is planned for September 15th to the 17th in the Green Bay Region. Would your team be willing to co-host a session with the City of De Pere staff focused on the downtown and specifically hold an engagement session with the visiting planners to collect their insights as visitors to downtown?

7. Does your team have access to the skills or have a partnership firm that the West Downtown Vision Plan scope could expand to include a downtown parking study?




# West Downtown Vision Plan Anticipated Boundary

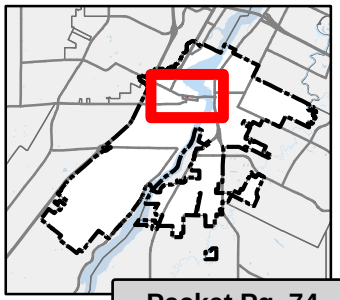
City of De Pere

0 0.05 0.1 0.2 0.3 0.4 0.5 Miles

N

S

**Redevelopment Sites (2020-2023)**



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced.
The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.

Date Create: 6/2/2020. Date Revised 7/14/2020 Data Source




DE PERE
RUNS DEEPER

# Parking Study Area Map

City of De Pere

0 0.04 0.08 0.16 0.24 0.32 Miles

N
S

This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced.
The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising, this map.

File Path:

Data Source

| MILESTONES | | MONTHS: | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **PHASE 1: UNDERSTAND** | | | | | | | | | | | | |
| | 1.0 | Parking Study | | | | | | | | | | | | |
| | 1.1 | Kick off call with staff | ● | | | | | | | | | | | |
| 1 | 1.2 | SC #1 /Dtown Focus Group + tour | ▲◆ | | | | | | | | | | | |
| | 1.3 | Background research | ● | | | | | | | | | | | |
| | 1.4 | Public Participation Plan (roadmap) | ● | ★ | | | | | | | | | | |
| | 1.5 | Base map atlas | ● | ★ | | | | | | | | | | |
| | 1.6 | Build Hub website | | | ★ | | | | | | | | | |
| | 1.7 | Comp Plan audit | | ★ | | | | | | | | | | |
| | 1.8 | SC #2 & #3 CP Audit Triage Calls | | ▲ | ▲ | | | | | | | | | |
| | 1.9 | West Dtown City Staff Call | | ● | | | | | | | | | | |
| | 1.10 | West Dtown Virtual Focus Group | | | ◆ | | | | | | | | | |
| | 1.11 | Engagement questions/noticing | | | ● | | | | | | | | | |
| 2 | 1.12 | Public Mtg #1: Virtual Hub Launch | | | | ■ | | | | | | | | |
| | | **PHASE 2: EXPLORE** | | | | DAN OUT | | | | | | | | |
| | 2.0 | Set Milestone Visit #2 Logistics | | | ● | | | | | | | | | |
| | 2.1 | Comp Plan drafting | | | | | ★ | ★ | ★ | | | | | |
| | 2.2 | SC # 4,5,6 on Comp Plan Drafts | | | | | ▲ | ▲ | ▲ | | | | | |
| | 2.3 | West Dtown physical assessment | | | | | | ★ | | | | | | |
| | 2.4 | West Dtown base mapping | | | | | | ★ | | | | | | |
| | 2.5 | West Dtown precedents/design ideas | | | | | | ★ | | | | | | |
| | 2.6 | Dtown economic baseline analysis | | | | | | ★ | | | | | | |
| 3 | 2.7 | West Dtown Stakeholder Focus Group | | | | | | ◆ | | | | | | |
| | 2.8 | West Dtown Public/Private Realm alternatives/design ideas | | | | | | ★ | | | | | | |
| | 2.9 | Joint draft concept/alts Public Mtg #2 | | | | | | ■ | | | | | | |
| | 2.10 | Online draft review/survey | | | | | | | ★ | | | | | |
| | | **PHASE 3: REALIZE** | | | | | | | | | | | | |
| | 3.0 | Southeast Area Plan | | | | | | | | | ▲ | | | |
| | 3.1 | West Downtown Land Use/Character + Public Realm Vision and Strategy | | | | | | | | | ★ | | | |
| | 3.2 | West Dtown Implementation strategy | | | | | | | | | ★ | | | |
| | 3.3 | Comp Plan revisions | | | | | | | | | ★ | | | |
| 4 | 3.4 | Website draft input/survey | | | | | | | | | | ★ | ●▲◆■ | |
| | 3.5 | PC + CC adoption meetings (x2 mtgs) | | | | | | | | | | | | ★● |
| | 3.6 | Final packaging of materials | | | | | | | | | | | | ★ |

- ● City staff (also at mtgs below)
- ▲ Steering Committee
- ◆ Downtown Focus Group
- ■ Public Meeting
- ★ Consultant Deliverable

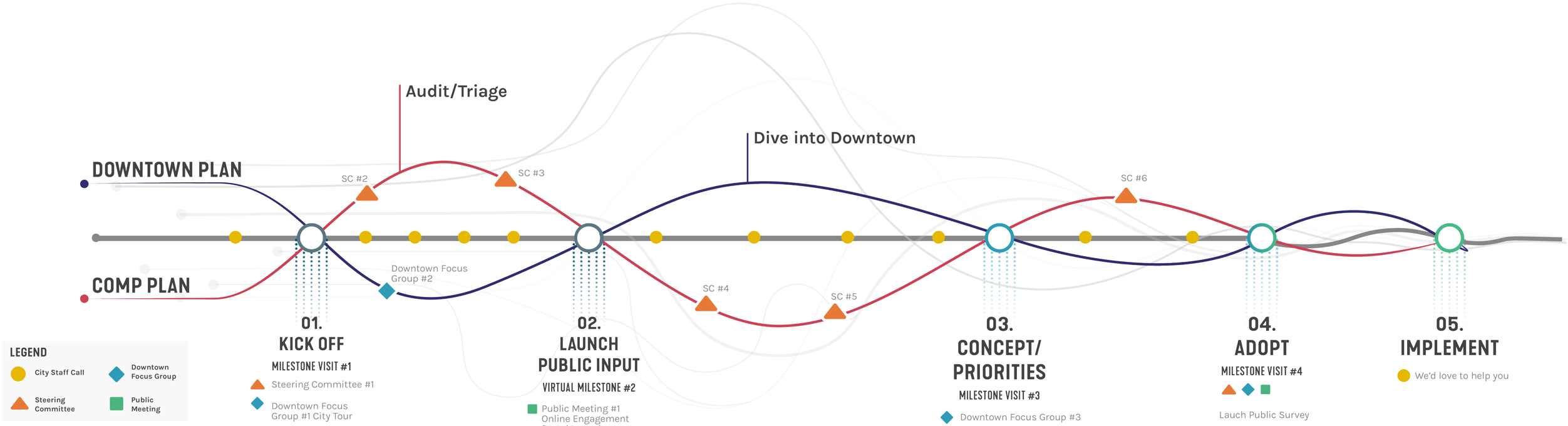
- Key Compehensive Plan Tasks
- Key West Downtown Tasks

With uncertainty around the pandemic continuing, we propose all virtual meetings except one in-person, physically distanced visit per phase, safety permitting.

# UNDERSTAND

# EXPLORE

# REALIZE




LEGEND

- City Staff Call
- Downtown Focus Group
- Steering Committee
- Public Meeting

## 01. KICK OFF

MILESTONE VISIT #1

- Steering Committee #1
- Downtown Focus Group #1 City Tour

## 02. LAUNCH PUBLIC INPUT

VIRTUAL MILESTONE #2

- Public Meeting #1 Online Engagement Portal Launches

## 03. CONCEPT/ PRIORITIES

MILESTONE VISIT #3

- Downtown Focus Group #3
- Public Meeting #2

## 04. ADOPT

MILESTONE VISIT #4

- Lauch Public Survey
- Plan Commision/Common Council
- Adoption Meetings

## 05. IMPLEMENT

- We'd love to help you