



Plan Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Monday, November 25, 2019

7:00 PM

De Pere City Hall Council Chambers

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 **November 25, 2019** at **7:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the minutes of the October 28, 2019 Plan Commission meeting.
3. Staff recommendation and possible action regarding the 40 Lot and 1 Outlot extraterritorial final plat of Lawrence Parkway (phase 1) at 2400 BLK French Road in the Town of Lawrence (Parcels L-453 & L-455-2). *
4. Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Map at the 2100 BLK Innovation Court (Parcels WD-D0035-1-1, WD-D0036). *
5. Staff recommendation and possible action regarding a Site Plan request for a new office building and parking lot at 2100 BLK Innovation Court (Parcels WD-D0035-1-1, WD-D0036).
6. Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with variance for reduced setbacks at 220 S. Michigan Street (Parcel ED-920).
7. Staff recommendation and possible action regarding a Site Plan request for a parish center building addition and façade improvements on an existing church at 220 S. Michigan Street (Parcel ED-920).
8. Staff recommendation and possible action regarding modifications to Section 46(6) of the Platting and Land Division Code to accommodate the reduction of the width of certain minor street right-of-ways (ROW) from 70-feet to 60-feet. *
9. Staff recommendation and possible action regarding DRAFT Zoning Code Module 3, related to parking & access, landscaping & screening, language, measurements & definitions, and signs.

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:
Alderspersons

City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
David Schmalz, McMahon Associates
Integrated Public Resources LLC
CCLW LLC
Steve Bieda, Mau & Associates
South Bridge Properties LLC
Tonya Wagner, Mau & Associates
Peter Schneider, Groth Design Group
Marv Wall, Saint Francis Xavier Congregation
Jeff Weyers, Commercial Horizons



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: November 25, 2019

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the October 28, 2019 Plan Commission meeting.

ATTACHMENTS:

- PC_Oct2019_Minutes_Draft (PDF)



Plan Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Monday, October 28, 2019

7:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 7:00 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Michael J. Walsh	Mayor	Present	
James Boyd	Aldersperson	Present	
Derek Beiderwieden	Commissioner	Present	
Brenda Busch	Commissioner	Present	
Mark Higgins	Commissioner	Present	
Dean Raasch	Aldersperson	Present	
Grant Schilling	Commissioner	Excused	

Also in attendance: Development Services Director Kim Flom and City Planner Peter Schleinz.

2. Approval of the minutes of the September 23, 2019 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Michael J. Walsh, Mayor
AYES:	Walsh, Boyd, Beiderwieden, Busch, Higgins, Raasch
EXCUSED:	Grant Schilling

3. Staff recommendation and possible action regarding DRAFT Zoning Code Module 2, related to zoning districts, uses, building and site design, and regulations.

City Planner Peter Schleinz reviewed the draft zoning code Module 2, which focuses mostly on new zoning code categories and establishes regulations. He explained the new zoning code district classifications for residential, business, and industrial, as well as new special district categories. He added that conditional uses would drastically be reduced due to more districts having appropriate permitted uses. Residential setbacks have been reduced for new and older neighborhoods in the City, and backyard cottages have been added. Peter then went on to discuss building and site design, which will focus on property layout, facade materials, and landscape features. The floor area ratio has been eliminated. Also, design criteria for towers, steeples, details for rooftop HVAC screening and balconies have been added. Regulations include text, tables, graphics and photos to make the code more user-friendly. Peter noted that it will be a long learning curve for developers to adjust to the new code. Development Services Director Kim Flom added that the new code is clearer and more well-defined. Mayor Walsh moved, seconded by Aldersperson Raasch, to receive the draft Zoning Code Module 2 and place it on file. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Dean Raasch, Aldersperson
AYES:	Walsh, Boyd, Beiderwieden, Busch, Higgins, Raasch
EXCUSED:	Grant Schilling

Adjournment

Mayor Walsh moved, seconded by Brenda Busch, to adjourn the meeting at 7:20 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: November 25, 2019

DEPARTMENT: Plan Commission

FROM: Peter Schlein

SUBJECT: Staff recommendation and possible action regarding the 40 Lot and 1 Outlot extraterritorial final plat of Lawrence Parkway (phase 1) at 2400 BLK French Road in the Town of Lawrence (Parcels L-453 & L-455-2). *

ATTACHMENTS:

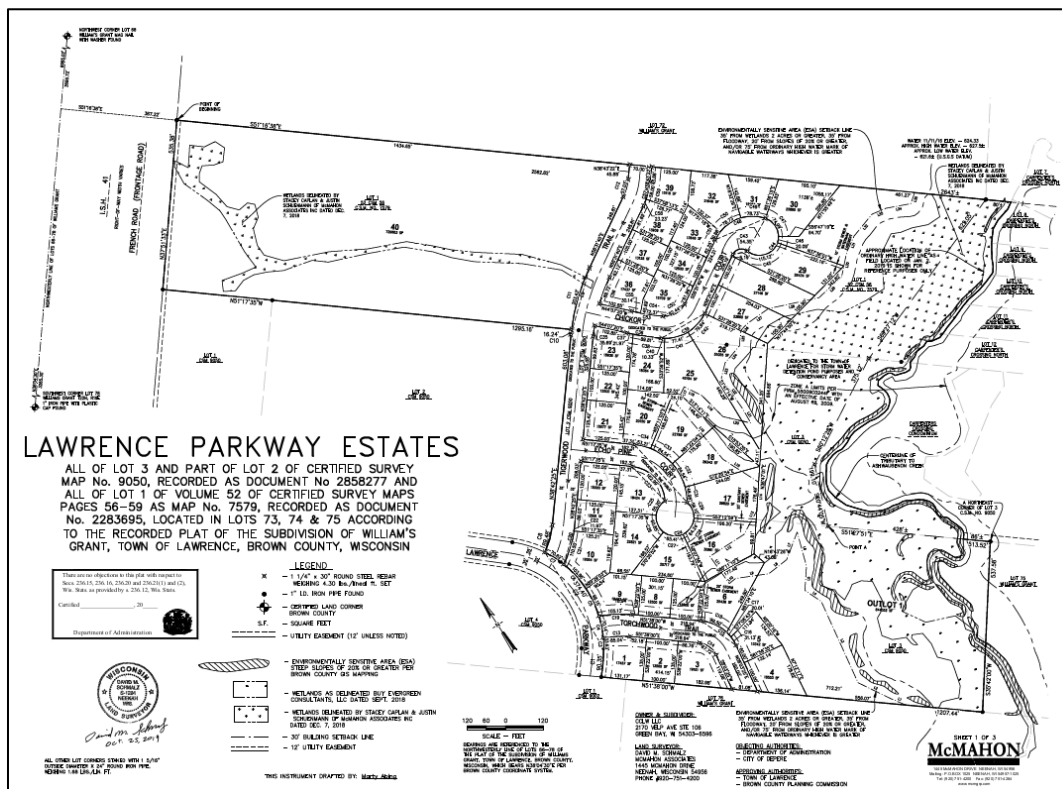
- 11-25-19 Plan Commission Report- Lawrence Parkway Estates - Schmalz (DOCX)
- Application Form (PDF)
- Final Plat (PDF)

ITEM 3: Staff recommendation and possible action regarding the 40 Lot and 1 Outlot extraterritorial final plat of Lawrence Parkway (phase 1) at 2400 BLK French Road in the Town of Lawrence (Parcels L-453 & L-455-2).*

SITE MAP



PROPOSED FINAL PLAT



REQUESTED ACTION:	Extraterritorial Final Plat Approval (phase 1). <i>Note: Plat is phase 1 of multiple final plat phases over the next five years.</i>	
COMMON DESCRIPTION:	In the Town of Lawrence at 2400 BLK French Road, located east from the Frontage Road and Lawrence Parkway intersection.	
PARCEL NUMBER(S):	L-453 and L-455-2	
EXISTING ZONING:	Agricultural & Business in Town of Lawrence. Proposed for 39 lots of residential to the east (near Ashwaubenon Creek) and 1 lot of commercial to the west (near French Road).	
SURROUNDING LAND USES:	Agricultural to the north and south. Natural spaces to the east. USH 41 freeway to the west.	
COMPREHENSIVE PLAN:	Residential for Town of Lawrence.	
APPLICANT/OWNER NAME:	David M. Schmalz, McMahon Associates Authorized representative 1445 McMahon Drive Neenah, WI 54956	Owner of L-453: Integrated Public Resources LLC 1445 McMahon Drive Neenah, WI 54956 Owner of L-455-2: CCLW LLC 2170 Velp Avenue, Suite 106 Green Bay, WI 54303-6596
SITE HISTORY:	After a review of historic air photographs, the site has remained vacant for agricultural use since 1938 with natural areas at the east end, near a river (Ashwaubenon Creek). In 2018 and early 2019 the Plan Commission reviewed three extraterritorial certified survey maps for the subject property and adjacent areas. The land divisions established property boundaries for land ownership with the knowledge that future land divisions would occur. On June 24, 2019 the Plan Commission recommended approval of the preliminary version of the extraterritorial plat. The preliminary plat included a larger area with 47 lots and 2 outlots for residential, commercial, and recreational uses. <i>NOTE: City of De Pere staff was informed about the final plat being broken into phases in October 2019, after the Plan Commission review occurred. Typically, the applicant must include phasing information during the preliminary plat review phase. The first phase of the final plat is similar to the portion of the preliminary plat that Plan Commission reviewed.</i> The land division is within the Sewer Service Area for the Town of	

STAFF REVIEW:

Lawrence. There are known environmentally sensitive areas on the site that will be addressed by Brown County Planning & Land Services.

When reviewing the plat, staff considers Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Code requirements in order to address land divisions in residential and business districts. Staff also considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

- The site has 40 lots and 1 outlots.
- Lots 1-39 are proposed single family residential.
- Lot 40 is a proposed commercial lot that may be further land divided in the future.
- Outlot 1 is mostly an Environmentally Sensitive Area with wetlands, located next to Ashwaubenon Creek. The proposed uses are conservancy area and storm water management.
 - Public access to Outlot 1 is provided between Lots 5-6 and 29-30.
- The street pattern extending from Lawrence Parkway includes Tigerwood Trail, Echo Pine Court, and Chickory Court, as proposed in the preliminary plat.
- All of the lots meet the minimum land division criteria of the De Pere Platting and Division of Land chapter and the Lawrence Municipal Code.
 - For residential lots, De Pere requires 8,000 sq. ft. minimum lots with 75 ft. of street frontage. The Town of Lawrence requires 12,000 sq. ft. minimum lots with 100 foot widths.
 - For business lots, De Pere has no specific minimum requirement aside from being adequate to provide for the required off-street service and parking facilities. The Town of Lawrence requires 12,000 sq. ft. minimum lots and a street frontage of no less than 100 feet and a minimum of 25% greenspace.

Two simple modifications are needed for the plat:

First, the Clerk Certificate requires a simple text revision as the certificate incorrectly references Brown County instead of the City.

Second, when a final plat is proposed in phases, the boundaries of each phase (or general phases) should have been established with a timeline. Mistakenly, the surveyor did not discuss phases with the Plan Commission or City staff; however, phases were discussed with Brown County and the Town of Lawrence. City staff discussed the plat phases with the surveyor, County, and Town, it was determined that the final plat phase 1, and other future final phases will be substantially similar to the City approved preliminary. Thus, staff recommends that Plan Commission establish a

timeline where the preliminary can be used for future final plat phases that are substantially similar to the preliminary, with the use of the preliminary plat expiring five (5) years after the date Common Council approved the preliminary plat (on July 16, 2024).

The configuration of Lots 25, 26 and 6 meet Code requirements, but do not necessarily follow best subdivision design practices. The configuration of Lot 25 results in a very long and narrowing backyard. The dimension and design may lead to property line confusion with adjacent neighbors in the future. The configuration in this area could easily be amended to extend the backyards of Lots 25 and 26 so that they terminate on the side lot line between Lots 19 and 20. This would result in more typical, and usable lots.

In summary, the final extraterritorial plat meets the criteria of State of Wisconsin Statutes 236 and Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Chapter. The proposed land division does not impact the Comprehensive Plan negatively. The proposed lot size, street frontage, and setbacks meet acceptable City requirements.

REVIEW PROCESS:

For extraterritorial final plat petitions, the Plan Commission provides either an approval, rejection with reason, or approval with conditions decision. The Common Council also reviews extraterritorial final plats. The Common Council is expected to review the extraterritorial final plat on December 17, 2019.

**STAFF
RECOMMENDATION:**

Staff recommends APPROVAL of Phase 1 of the final extraterritorial plat and forwarding the plat to the Common Council for preliminary approval, subject to:

1. Meeting all other state and local regulations, including the Town of Lawrence, City of De Pere, and Brown County Planning Commission.
2. Modify the City of De Pere Certificate with the following:
 - a. Reference the City of De Pere Common Council, instead of the Brown County Planning Commission.
 - b. Modify the City Clerk-Treasurer title to be the City Clerk.
 - c. Add another date line next to the City Clerk signature line.
3. All future phases of the final plat must be submitted to the City of De Pere within five (5) years of the Common Council approval of the preliminary plat (by July 16, 2024) or a new preliminary plat submittal is required.
4. Consider revising the configuration of Lots 25 and 26 in order to eliminate the long and narrowing backyard of proposed Lot 25.

	CITY OF DE PERE APPLICATION FOR PLAT REVIEW		Fee: \$195.00
			Receipt #: 147350
			Date: 10-30-19

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) McMahon Associates, Inc.	Authorized Representative David M. Schmalz	Title Land Surveyor	
Mailing Address 1445 McMahon Drive	City Neenah	State WI	ZIP Code 54956
Email Address Dschnalz@mcmgrp.com	Phone Number (incl. area code) 920-751-4200	Fax Number (incl. area code) 920-751-4284	

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

Name (Ind. Org. or Entity) CCLW, LLC	Contact Person Patricia Kaster	Title Owner	
Mailing Address 2170 Velp Avenue Ste 106	City Green Bay	State WI	ZIP Code 54303
Email Address patkaster@rivercityrealtors.com	Phone Number (incl. area code) 920-497-5090	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description Lawrence Parkway & French Rd - Town of Lawrence	Parcel No. L-455-2 & L-453
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SECTION 4: Plat Review

Review Type:	☐ Preliminary Plat ☒ Final Plat	
Fee:	Preliminary Plat Fee: \$278 + (# of lots and outlots x \$68) Final Plat Fee: \$195	\$ 195.00
Present Use of Parcel:	Farmland	
Proposed Use of Lots:	Lots 1-39 Residential & Lot 40 Commercial	

Please submit 1 hard copy, 1 PDF copy, and 1 CAD copy of the Plat 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) David M. Schmalz	Title Land Surveyor	Phone Number 920-751-4200
Signature of Applicant <i>David M. Schmalz</i>		Date Signed OCT. 25, 2019

TO BE COMPLETED BY CITY STAFF

Plat Review authorized by the De Pere Municipal Code, Chapter 46.	
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Phase 1 of _____
* within 5 years of _____

W:\PROJECTS\001701800860\CADD\Civil3D\Survey Documents\SUBDIVISION PLATS\Final Plat Lawrence Parkway.dwg, Sheet 2, 10/25/2019 3:02:08 PM, MAbing, 1:2

mabing, W:\PROJECTS\001701800860\CADD\Civil3D\Survey Documents\SUBDIVISION PLATS\Final Plat Lawrence Parkway.dwg, sheet 2, Plot Date: 10/25/2019 3:02 PM, xrefs: (x=lawrence parkway comps dew final, x=exist topo lawrence parkway, x=evergreen consultants well

PROPERTY DESCRIPTION:

All of Lot 3 and part of Lot 2 of Certified Survey Map No. 9050, recorded as Document No 2858277, and all of Lot 1 of Volume 52 of Certified Survey Maps Pages 56–59 as Map No. 7579, recorded as Document No. 2283695, all located in Lots 73, 74 & 75 according to the recorded plat of the Subdivision of William’s Grant, Town of Lawrence, Brown County, Wisconsin containing 59.4 acres of land more or less and described as follows:

Commencing at the Southwest corner of said Lot 78; Thence N38°04’30”E, 3265.30 feet along the Northwesterly line of Lots 73 thru 78 of said recorded plat of the Subdivision of William’s Grant to the Northwesterly extension of the Northerly line of Lot 1 of said Certified Survey Map No. 7579; Thence S51°16’38”E, 367.22 feet to the Northern most corner Lot 1 of said Certified Survey Map No. 7579 to the Point of Beginning; Thence continue S51°16’38”E, 2562.82 feet along the Northerly line of Lot 1 of said Certified Survey Map No. 7579 to the start of a Meander line to a tributary of Ashwaubenon Creek, said Point being N51°16’38”W, 80 feet more or less from said Tributary; Thence S69°27’12”W, 622.05 feet along said meander line; Thence S60°12’28”W, 375.12 feet feet along said meander line; Thence S20°44’05”W, 199.10 feet along said Meander line to the Northerly line of said Lot 75 and a point hereafter described as Point A; Thence S51°27’51”E, 428 feet more or less along said Meander line and the Northerly line of said Lot 75 to the centerline of said Tributary of Ashwaubenon Creek and the termination of said meander line; Thence continuing S51°27’51”E, 86 feet more or less along the Northerly line of Lot 75 of Williams Grant to a Northeast corner of Lot 3 of said Certified Survey Map No. 9050, said point bears S51°27’51”E, 513.52 feet from the above described Point A; Thence S35°42’00”W, 537.58 feet along the Easterly line of Lot 3 of said Certified Survey Map No. 9050 to the Southerly line of said Lot 75; Thence N51°38’00”W, 1207.44 feet to the start of a 600.00 radius curve to the left; Thence 90.35 feet along the arc of said curve with a chord distance of 90.27 feet which bears N37°59’27”E to the start of a 335.00 radius curve to the left; Thence 374.40 feet along the arc of said curve with a chord distance of 355.22 feet which bears N01°39’35”E to the start of a 265.00 foot radius curve to the left; Thence 89.48 feet along the arc of said curve with a chord distance of 89.05 feet which bears N48°22’47”E; Thence N38°42’25”E, 603.08 feet to the start of a 635.00 radius curve to the right; Thence 16.24 feet along the arc of said curve with a chord distance of 16.24 feet which bears N39°26’23”E to the Southerly line of Lot 1 of said Certified Survey Map No. 7579; Thence N51°17’35”W, 1295.16 feet along said Southerly line to the Westerly most corner of Lot 1 of said Certified Survey Map No. 7579; Thence N37°51’33”E, 535.38 feet along the Westerly line of Lot 1 of said Certified Survey Map No. 7579 to the Point of Beginning. Also including all those Lands lying between the above described meander line and the centerline of the tributary to Ashwaubenon Creek and the respective lot lines extended to said centerline.

That I have made such survey, land division, and plat under the directions of the owners of said land. That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made. That I have fully complied with the provisions of chapter 236 of the Wisconsin Statutes and the Subdivision regulations of the Town of Lawrence and Brown County in surveying, dividing and mapping the same.

Dated this 25th day of October, 2019

David M. Schmalz
David M. Schmalz, PLS–1284
Wisconsin Professional Land Surveyor



CERTIFICATE OF TREASURERS

As duly elected Town Treasurer, I 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 Lawrence Parkway as of the date listed below:

Town Treasurer Date
Cindy Kocken

CERTIFICATE OF TREASURERS

As duly elected Brown County Treasurer, I 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 Lawrence Parkway as of the date listed below:

County Treasurer Date
Paul D. Zeller

TOWN OF LAWRENCE APPROVAL:

We hereby certify that Lawrence Parkway in the Town of Lawrence, Brown County was approved and accepted by the Town Board of the Town of Lawrence on this _____ day of _____, 20____.

Town Chairperson – Dr. Lanny J. Tibaldo Date

STATE OF WISCONSIN

_____)ss
COUNTY OF BROWN

I, Cindy Kocken, being the duly elected, qualified and acting clerk of the Town of Lawrence, Brown County do hereby certify that the Town Board of the Town of Lawrence passed by voice vote on this _____ day of _____, 20____ authorizing me to issue a certificate of approval of Lawrence Parkway, CCLW, LLC as owners, upon satisfaction of certain conditions, and I do also hereby certify that all conditions were satisfied and the APPROVAL WAS GRANTED AND EFFECTIVE ON THE _____ day of _____, 20____.

Dated _____ Clerk – Cindy Kocken

CITY OF DEPERE APPROVAL

Approved by the Brown County Planning Commission this _____ day of _____, 20____.

Carey Danen, Clerk–Treasurer

BROWN COUNTY PLANNING COMMISSION APPROVAL

Approved by the City of Depere this _____ day of _____, 20____.

Dan Teaters, Senior Planner, Brown County Planning Commission

NOTES:

A SHORELAND PERMIT FROM THE BROWN COUNTY ZONING ADMINISTRATOR’S OFFICE IS REQUIRED FOR OUTLOT 1 AND LOTS 16, 17, 28, 25 AND 26 PRIOR TO CONSTRUCTION, FILL, OR GRADING ACTIVITY WITHIN 300 FEET OF A STREAM.

LOTS 6, 7, 15, 16, 18, 19, 25, 26, 27, 28 & OUTLOT 1 INCLUDE WETLAND AREAS THAT MAY REQUIRE PERMITS FROM THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES, ARMY CORP OF ENGINEERS, BROWN COUNTY PLANNING COMMISSION, OR THE BROWN COUNTY ZONING ADMINISTRATOR’S OFFICE PRIOR TO ANY DEVELOPMENT ACTIVITY.

THE WDNR SURFACE WATER VIEWER MAP IDENTIFIES WETLAND INDICATOR SOIL TYPES WITHIN THE SUBJECT PROPERTY. DUE TO WETLANDS INDICATOR SOILS, AND/OR WATERWAYS WITHIN THE SUBJECT PROPERTY, COORDINATE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES REGARDING POTENTIAL PROTECTIVE AREAS.

THE PROPERTY OWNERS, AT THE TIME OF CONSTRUCTION, SHALL IMPLEMENT THE APPROPRIATE SOIL EROSION CONTROL METHODS OUTLINED IN THE WISCONSIN CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL TECHNICAL STANDARDS (AVAILABLE FROM THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES) TO PREVENT SOIL EROSION. HOWEVER, IF AT THE TIME OF CONSTRUCTION THE TOWN HAS AN ADOPTED SOIL EROSION CONTROL ORDINANCE, IT SHALL GOVERN OVER THIS REQUIREMENT. THIS PROVISION APPLIES TO ANY GRADING, CONSTRUCTION, OR INSTALLATION–RELATED ACTIVITIES.

ESA RESTRICTIVE COVENANT:

LOTS 6, 7, 8, 15, 16, 17, 18, 19, 25, 26, 27, 28 AND OUTLOT 1 CONTAIN AN ENVIRONMENTALLY SENSITIVE AREA (ESA) AS DEFINED IN THE BROWN COUNTY SEWAGE PLAN. THE ESA INCLUDES WETLANDS, ALL LAND WITHIN 35 FEET OF WETLANDS 2 ACRES OR GREATER, FLOODWAY, ALL LAND WITHIN 35 FEET OF THE FLOODWAY OR 75 FEET BEYOND THE ORDINARY HIGH WATER MARK – WHICHEVER IS GREATER NAVIGABLE WATERWAYS, ALL LAND WITHIN 75 FEET OF THE ORDINARY HIGH WATER MARK OF NAVIGABLE WATERWAYS, STEEP SLOPES OF 20% OR GREATER ASSOCIATED WITH ANY AFOREMENTIONED WATER OR NATURAL RESOURCE FEATURES AND A 20–FOOT SETBACK FROM TOP AND BOTTOM OF STEEP SLOPES DEVELOPMENT, ANY LAND DISTURBING ACTIVITIES ARE RESTRICTED IN THE ESA UNLESS AMENDMENTS ARE APPROVED BY THE BROWN COUNTY PLANNING COMMISSION AND THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES.

LOT DRAINAGE RESTRICTIVE COVENANT:

THE LAND ON ALL SIDE AND REAR LOT LINES OF ALL LOTS SHALL BE GRADED BY THE LOT OWNER AND MAINTAINED BY THE ABUTTING PROPERTY OWNERS TO PROVIDE FOR ADEQUATE DRAINAGE OF SURFACE WATER.

WDNR NOTES:

THE PARCEL HAS MAPPED WETLANDS AND/OR WETLAND INDICATOR SOILS PRESENT. IF THE CURRENT OR FUTURE LANDOWNER HAS PLANS FOR LAND DISTURBANCE, CONSTRUCTION WORK, GRADING/FILLING, ETC., THE FIRST STEP IS FOR THE LANDOWNER TO HIRE A WETLAND PROFESSIONAL TO REVIEW THE AREA FOR THE PRESENCE OF WETLANDS. A PROJECT THAT RESULTS IN FILLING OF WETLANDS (THROUGH LAND DISTURBING ACTIVITIES) WILL NEED TO COMPLY WITH WETLAND REGULATIONS. FOR MORE INFORMATION ON WETLANDS, PLEASE VISIT HTTP://DNR.WI.GOV/TOPIC/WATERWAYS/CONSTRUCTION/WETLANDS.HTML.

A PUBLIC (NAVIGABLE) WATERWAY MAY EXIST ON/WITHIN 500 FT OF THE PROPERTY. PERMITS MAY BE REQUIRED FOR PROPOSED PROJECTS IN/AROUND A PUBLIC WATERWAY. FOR MORE INFORMATION ON WATERWAY ACTIVITIES, PLEASE VISIT THE DEPARTMENT’S HOMEPAGE ON WETLAND/WATERWAY ACTIVITIES AT HTTP://DNR.WI.GOV/TOPIC/WATERWAYS/.

FOR PLANNED LAND DISTURBANCES OVER 1 ACRE, PLEASE VISIT HTTP://DNR.WI.GOV/TOPIC/STORMWATER/ TO LEARN IF YOU NEED A STORM WATER CONSTRUCTION SITE PERMIT.

FOR FEDERAL WETLAND REGULATIONS, PLEASE CONTACT THE ARMY CORPS OF ENGINEERS AT 920–448–2824 TO LEARN IF A FEDERAL WETLAND APPROVAL IS REQUIRED FOR SITE DEVELOPMENT.

ALL ROADS ARE DEDICATED TO THE PUBLIC.

PLANNED MUNICIPAL IMPROVEMENTS TO INCLUDE UTILITIES SUCH AS STORM SEWER, SANITARY SEWER, WATER MAIN, ASPHALT STREETS WITH CONCRETE CURB & GUTTER.

ELEVATIONS AS SHOWN ON THIS PLAN ARE REFERENCED TO PREVIOUS PROJECTS WITHIN THIS AREA. NAVD 88 DATUM (07 ADJUSTMENT).

THE LOCATION OF THE APPROXIMATE ORDINARY HIGH WATER MARK SHALL BE THE POINT ON THE BANK OF THE NAVIGABLE STREAM UP TO WHICH THE PRESENCE AND ACTION OF SURFACE WATER IS SO CONTINUOUS AS TO LEAVE A DISTINCTIVE MARK BY EROSION, DESTRUCTION OF TERRESTRIAL VEGETATION, OR OTHER RECOGNIZED CHARACTERISTICS.

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION.

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas, and communications service is hereby granted by CCLW, LLC, Integrated Public Resources LLC & Town of Lawrence as Grantors, to

WISCONSIN PUBLIC SERVICE CORPORATION, a Wisconsin corporation, Grantee,

WISCONSIN BELL, INC. doing business as AT&T Wisconsin, a Wisconsin corporation Grantee, and

TIME WARNER ENTERTAINMENT COMPANY, LP, Grantee

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 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.

NO UTILITY TRANSFORMERS OR PEDESTALS ARE TO BE SET WITHIN 2 FEET OF A LOT CORNER MONUMENT.

NO CONDUCTORS ARE TO BE BURIED WITHIN 1 FOOT OF A LOT CORNER MONUMENT.

Parcel Line Table			Curve Table							
Line #	Direction	Length	Curve #	Radius	Delta	Length	Chord Direction	Chord Length	Tangent	Bearing
L1	S33°54'13"E	50.67'	C1	600.00'	8°37'42"	90.35'	N37°59'27"E	90.27'	N42°18'18"E	N33°40'37"E
L2	S30°58'29"E	115.61'	C2	335.00'	64°02'03"	374.40'	N01°39'35"E	355.22'	N33°40'37"E	N30°21'27"W
L3	S08°45'39"W	281.04'	C3	335.00'	5°45'06"	33.63'	S30°48'03"W	33.62'		
L4	S22°48'42"E	62.50'	C4	335.00'	11°59'44"	70.14'	N21°55'38"E	70.01'		
L5	S36°52'57"W	76.30'	C5	335.00'	16°26'43"	96.15'	N07°42'25"E	95.82'		
L6	S17°49'29"W	111.49'	C6	335.00'	17°45'46"	103.86'	N09°23'50"W	103.44'		
L7	N54°00'47"E	93.09'	C7	335.00'	12°04'44"	70.62'	N24°19'05"W	70.49'		
L8	N84°56'37"E	71.68'	C8	265.00'	19°20'45"	89.48'	N48°22'47"E	89.05'	N58°03'10"E	
L9	S64°57'47"E	105.57'	C9	635.00'	19°49'15"	219.67'	S48°37'03"W	218.58'		
L10	N83°56'29"E	25.68'	C10	635.00'	1°27'56"	16.24'	S39°26'23"W	16.24'		
L11	S02°21'18"E	105.52'	C11	635.00'	18°21'19"	203.43'	N49°21'01"E	202.56'		
L12	N89°34'14"W	128.06'	C12	165.00'	19°48'18"	57.03'	N48°37'31"E	56.75'		
L13	S61°24'08"W	84.76'	C13	315.00'	15°28'06"	85.04'	S59°22'03"E	84.78'	S67°06'06"E	
L14	S36°47'01"W	90.07'	C14	65.00'	59°41'25"	67.72'	S21°47'18"E	64.70'		
L15	S24°09'39"E	133.66'	C15	135.00'	59°41'25"	140.64'	N21°47'18"W	134.37'		
L16	S06°51'32"E	230.20'	C16	135.00'	13°12'46"	31.13'	N01°27'02"E	31.06'		
L17	S59°22'52"W	57.83'	C17	135.00'	8°29'41"	20.01'	N09°24'11"W	20.00'		
L18	N30°37'08"W	62.24'	C18	135.00'	37°58'58"	89.50'	N32°38'31"W	87.87'		
L19	N11°54'34"W	94.00'	C19	385.00'	15°38'41"	105.13'	N59°27'21"W	104.80'		N67°16'41"W
L20	N43°59'06"W	90.08'	C20	335.00'	20°56'48"	122.47'	N49°10'49"E	121.79'	N59°39'13"E	
L21	S03°21'16"W	52.10'	C21	335.00'	18°53'57"	110.50'	N50°12'15"E	110.00'		
L22	S01°40'35"E	117.41'	C22	335.00'	2°02'51"	11.97'	N39°43'51"E	11.97'		
L23	S46°57'07"W	49.40'	C23	115.00'	81°12'13"	162.99'	S10°41'28"E	149.68'	S29°54'38"W	
L24	S73°19'18"W	69.80'	C24	60.00'	288°12'01"	301.80'	S52°41'07"E	70.36'	N88°35'06"W	N16°47'08"W
L25	S37°42'36"W	48.38'	C25	60.00'	52°42'29"	55.20'	S65°03'39"W	53.27'		
L26	S76°17'56"W	30.05'	C26	60.00'	58°06'33"	60.85'	S09°39'08"W	58.28'		
L27	S87°44'54"W	81.79'	C27	60.00'	62°27'55"	65.41'	S50°38'06"E	62.22'		
L28	N69°07'12"W	163.72'	C28	60.00'	61°20'55"	64.24'	N67°27'29"E	61.22'		
L29	S79°49'29"W	98.66'	C29	60.00'	53°34'09"	56.10'	N09°59'57"E	54.08'		
L30	S44°37'04"W	76.91'	C30	185.00'	84°00'48"	271.27'	N09°17'11"W	247.61'	N32°43'12"E	
L31	S57°41'31"W	56.31'	C31	185.00'	15°10'06"	48.98'	N25°08'09"E	48.83'		
L32	S72°33'24"W	89.27'	C32	185.00'	26°11'02"	84.54'	N04°27'35"E	83.81'		
L33	N79°53'19"W	47.73'	C33	185.00'	26°11'02"	84.54'	N21°43'26"W	83.81'		
L34	N67°17'34"W	79.24'	C34	185.00'	16°28'38"	53.21'	N43°03'16"W	53.02'		
L35	S52°34'17"W	36.94'	C35	565.00'	3°37'09"	35.69'	N40°31'00"E	35.68'	N42°19'34"E	
C36	844.65'	7°34'56"	111.78'	S47°54'48"E	111.70'				S51°42'16"E	
C37	844.65'	1°29'24"	21.97'	S44°52'02"E	21.97'					
C38	844.65'	6°05'32"	89.81'	S48°39'30"E	89.77'					
C39	137.70'	69°46'04"	167.68'	S86°35'18"E	157.51'			S51°42'16"E		
C40	137.70'	4°17'52"	10.33'	S53°51'12"E	10.33'					
C41	137.70'	32°12'37"	77.41'	S72°06'27"E	76.40'					
C42	137.70'	33°15'34"	79.94'	N75°09'27"E	78.82'					
C43	30.00'	103°48'02"	54.35'	S69°34'19"E	47.22'			S17°40'18"E		
C44	60.00'	200°43'27"	210.20'	N61°57'59"E	118.04'			S17°40'18"E	N38°23'45"W	
C45	60.00'	109°55'44"	115.12'	S72°38'10"E	98.26'					
C46	60.00'	19°11'17"	20.09'	N42°48'20"E	20.00'					
C47	60.00'	71°36'26"	74.99'	N02°35'32"W	70.20'					
C48	129.89'	83°04'34"	188.34'	N79°56'02"W	172.27'			N38°23'45"W		
C49	129.89'	34°43'46"	78.73'	N55°45'38"W	77.54'					
C50	129.89'	34°43'46"	78.73'	S89°30'35"W	77.54'					
C51	129.89'	13°37'02"	30.88'	S65°20'11"W	30.80'					
C52	67.70'	69°46'04"	82.44'	N86°35'18"W	77.44'			N51°42'16"W		
C53	774.65'	7°34'56"	102.51'	S47°54'48"E	102.44'			N51°42'16"W		
C54	774.65'	5°21'11"	72.37'	N49°01'40"W	72.35'					
C55	774.65'	21°3'45"	30.14'	N45°14'12"W	30.14'					
C56	565.00'	9°05'54"	89.72'	N53°58'43"E	89.63'			N49°25'46"E		
C57	235.00'	19°48'18"	81.23'	N48°37'31"E	80.83'					
C58	235.00'	5°39'53"	23.23'	N55°41'43"E	23.22'					
C59	235.00'	14°08'25"	58.00'	N45°47'34"E	57.85'					

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.2

LAWRENCE PARKWAY ESTATES

ALL OF LOT 3 AND PART OF LOT 2 OF CERTIFIED SURVEY MAP No. 9050, RECORDED AS DOCUMENT No 2858277 AND ALL OF LOT 1 OF VOLUME 52 OF CERTIFIED SURVEY MAPS PAGES 56–59 AS MAP No. 7579, RECORDED AS DOCUMENT No. 2283695, LOCATED IN LOTS 73, 74 & 75 ACCORDING TO THE RECORDED PLAT OF THE SUBDIVISION OF WILLIAM’S GRANT, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN

OWNER’S CERTIFICATE OF DEDICATION

CCLW, LLC, as owners, We hereby certify that we caused the land described on this Plat to be surveyed, divided, mapped and dedicated as represented on the Plat. I also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection.

Department of Administration
Town of Lawrence
Brown County Planning Commission
City of Depere

WITNESS the hand and seal of said owners this ____ day of _____, 20____. In the Presence of:

Michael Selner, Title
CCLW, LLC

State of Wisconsin))SS

County)

Personally came before me this ____ day of _____, 20____, the above named Michael Selner to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, WI

My Commission Expires: _____

CONSENT OF MORTGAGEE:

Community First Credit Union, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat, and does hereby consent to the certificate of CCLW, LLC as owner.

IN WITNESS WHEREOF, the said Community First Credit Union has caused these presents to be signed by an Authorized Officer, and countersigned by an Authorized Officer at _____, _____, and its corporate seal to be hereinto affixed this ____ day of _____, 20____.

In the Presence of:

COMMUNITY FIRST CREDIT UNION OF _____

Authorized Officer Authorized Officer

Print Name Title Print Name Title

(State of Wisconsin))SS

County)

Personally came before me this ____ day of _____, 20____, the above named persons to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, Wisconsin

My Commission Expires: _____

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration

OWNER’S CERTIFICATE OF DEDICATION

Integrated Public Resources LLC, as owners, We hereby certify that we caused the land described on this Plat to be surveyed, divided, mapped and dedicated as represented on the Plat. I also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection.

Department of Administration
Town of Lawrence
Brown County Planning Commission
City of Depere

WITNESS the hand and seal of said owners this ____ day of _____, 20____. In the Presence of:

Vic Lutz, Member/CFO
Integrated Public Resources LLC

State of Wisconsin))SS

County)

Personally came before me this ____ day of _____, 20____, the above named Michael Selner to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, WI

My Commission Expires: _____

CONSENT OF MORTGAGEE:

Nicolet National Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat, and does hereby consent to the certificate of Integrated Public Resources LLC as owner.

IN WITNESS WHEREOF, the said Nicolet National Bank has caused these presents to be signed by an Authorized Officer, and countersigned by an Authorized Officer at _____, _____, and its corporate seal to be hereinto affixed this ____ day of _____, 20____.

In the Presence of:

NICOLET NATIONAL BANK OF _____

Authorized Officer Authorized Officer

Print Name Title Print Name Title

(State of Wisconsin))SS

County)

Personally came before me this ____ day of _____, 20____, the above named persons to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, Wisconsin

My Commission Expires: _____

OWNER’S CERTIFICATE OF DEDICATION

Town of Lawrence, as owners, We hereby certify that we caused the land described on this Plat to be surveyed, divided, mapped and dedicated as represented on the Plat. I also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection.

Department of Administration
Town of Lawrence
Brown County Planning Commission
City of Depere

WITNESS the hand and seal of said owners this ____ day of _____, 20____. In the Presence of:

Town Chairperson – Dr. Lanny J. Tibaldo Date

Town Clerk – Cindy Kocken Date

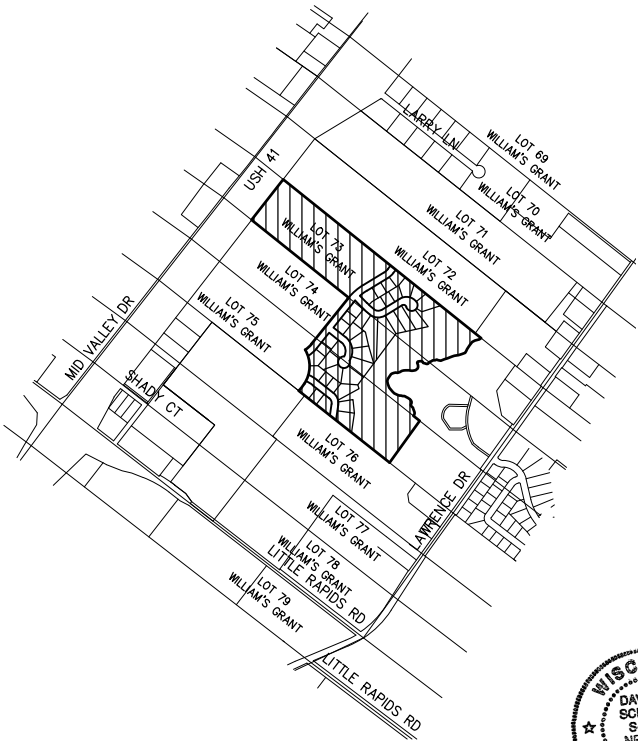
State of Wisconsin))SS

County)

Personally came before me this ____ day of _____, 20____, the above named Michael Selner to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, WI

My Commission Expires: _____



LOCATION MAP
PLAT OF THE SUBDIVISION OF WILLIAMS GRANT,
TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN



David M. Schmalz
Oct. 25, 2019

McMAHON
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284
www.mcmgrp.com



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: November 25, 2019

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

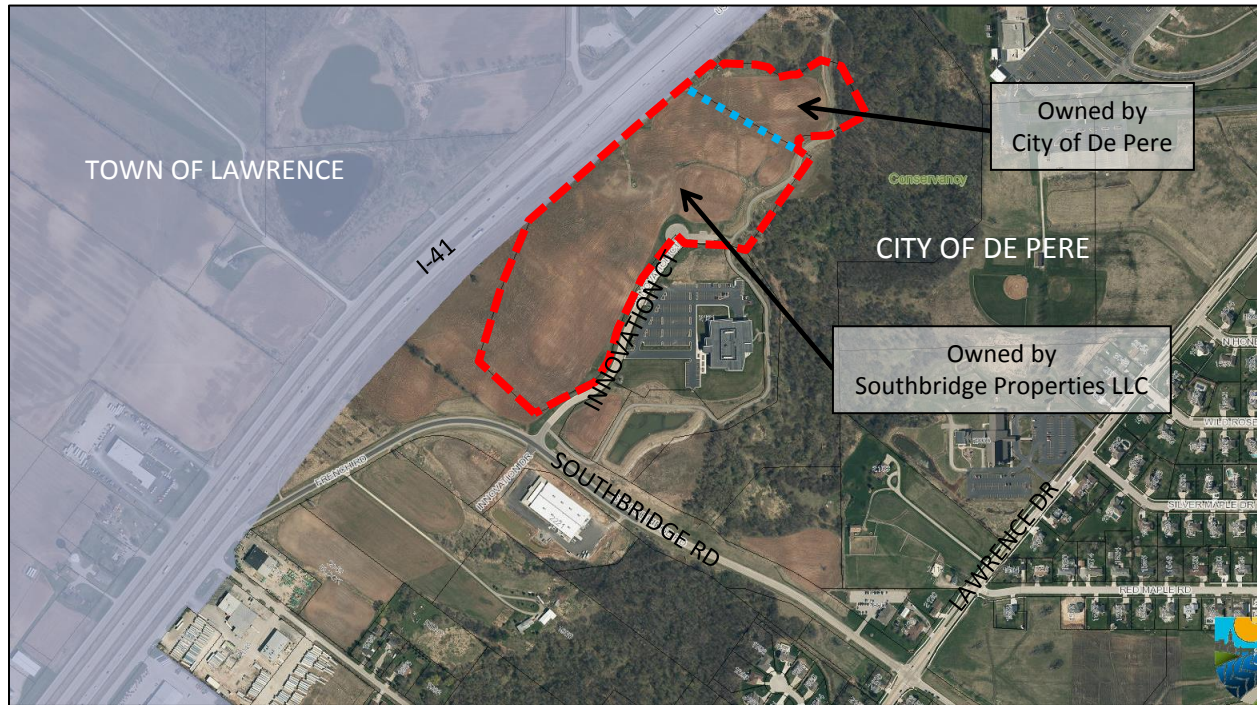
SUBJECT: Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Map at the 2100 BLK Innovation Court (Parcels WD-D0035-1-1, WD-D0036). *

ATTACHMENTS:

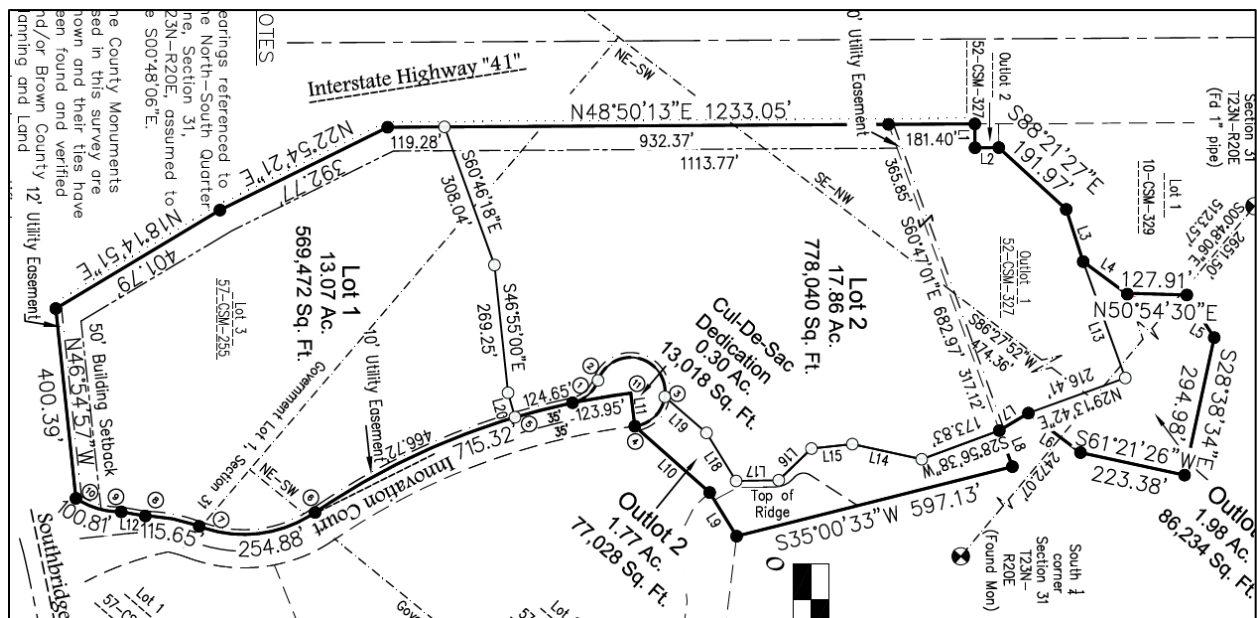
- 11-25-19 Plan Commission Report - CSM on Innovation CT (DOCX)
- Application Form (PDF)
- Preliminary CSM (PDF)

ITEM 4: Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Map at the 2100 BLK Innovation Court (Parcels WD-D0035-1-1, WD-D0036). *

SITE MAP



PROPOSED CERTIFIED SURVEY MAP AREA



REQUESTED ACTION:	Certified Survey Map Review	
COMMON DESCRIPTION:	2100 BLK Innovation Court, located northwest from the Innovation Court and Southbridge Road intersection.	
PARCEL NUMBER(S):	WD-D0035-1-1, WD-D0036	
EXISTING ZONING:	C-EO (Corporate Executive Office District).	
	<i>Note: On October 15, the Common Council approved removing the previous Planned Development District (PDD) zoning overlay for these properties.</i>	
SURROUNDING LAND USES:	North – Conservancy/natural area (C-EO). South – Vacant Business Park Property (C-EO). East – Conservancy/natural area (C-EO) and corporate office (C-EO). West – I-41 freeway and Town of Lawrence with agricultural and commercial.	
COMPREHENSIVE PLAN:	Business Park.	
APPLICANT/OWNER:	Steven M. Bieda, PLS Authorized Representative Mau & Associates LLP 400 Security Boulevard, Suite 1 Green Bay, WI 54313	Parcel WD-D0035-1-1 Owner: City of De Pere 335 S. Broadway Street De Pere, WI 54115 Parcel WD-D0036 Owner: South Bridge Properties LLC 111 N. Washington Street #400 Green Bay, WI 54301-4256
SITE HISTORY:	The site has been used for agricultural purposes since at least 1938. In 2007 a General Development Plan and Planned Development District overlay was established for the development of 6 office buildings on the existing lots. The buildings were never built and the General Development Plan expired in 2008. In September 2019, a concept site plan for an office building was proposed on CSM Lot 2, which included both privately owned and City owned lands. Because the site plan did not require a Planned Development overlay, the Plan Commission recommended the removal of the planned Development District overlay on September 23, 2019. Common Council approved the recommendation on October 15, 2019. In October 2019, the subject CSM was formally submitted, along with a site plan, in order to realign property lines that allow for future business development on CSM Lot 2. The realignment proposes two buildable lots with access to Innovation Court and two outlots near an existing conservancy area to the east.	

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 proposed CSM is located at the northwest corner of Innovation Court and Southbridge Road. The western boundary of the CSM lies on the City Limits at USH 41.
- The purpose of the land division is to create two buildable lots and two outlots.
 - Lot 1 has no proposed development at this time.
 - Lot 2 has a large office building proposed in the near future. Plan Commission will review a site plan for the large office building on November 25, 2019.
 - Outlots 1 and 2 are proposed for recreational uses related to an adjacent conservancy area to the north and east.
- The proposed lots exceed the C-EO District required 5 acre minimum lot size and required 300 feet of street frontage.
 - Lot 1 is 13.1 acres with over 1,000 feet of frontage.
 - Lot 2 is 17.86 acres with over 400 feet of frontage.
- There are four issues that must be addressed for the CSM:
 - The City of De Pere Certificate should be modified to reference the date the Clerk signs the document AND the date the City of De Pere Common Council approved the document. Also the signature line name should be revised to read Carey E. Danen, City Clerk.
 - A missing utility easement along I-41 must be added.
 - An easement that crosses the property for electrical services to a City sign, located northwest from Lot 2, must be added.
 - An easement that provides City access to the sign on Parcel WD-D0035-1-2.
 - Other easements added as required per the Developer Agreement terms approved by the Finance and Personnel Committee.
 - Revise Note #4 to state, "The City reserves the right to use Outlots 1 and 2 for storm water management or to create public walkways, paths, trails and recreational related facilities and structures."

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 on December 17, 2019.

STAFF RECOMMENDATION:

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

1. Meeting all other state and local regulations.
2. Revise the City of De Pere Certificate to reference the date the Clerk signs the document and the date the City of De Pere Common Council approves the document. Also the signature line name should be updated to read Carey E. Danen, City Clerk.
3. A missing utility easement along USH41 must be added.
4. An easement that crosses the property for electrical services to a City sign, located northwest from Lot 2, must be added.
5. An easement that provides City access to the sign on Parcel WD-D0035-1-2.
6. Other easements added as required per the Developer Agreement terms approved by the Finance and Personnel Committee.
7. Revise Note #4 to state, "The City reserves the right to use Outlots 1 and 2 for storm water management or to create public walkways, paths, trails and recreational related facilities and structures."



CITY OF DE PERE
APPLICATION FOR
CSM REVIEW

Fee: \$ 368.00

Receipt #: 147480

Date: 11-05-19

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) Mau and Associates, LLP	Authorized Representative Steve Bieda	Title PLS	
Mailing Address 400 Security Blvd Ste 1	City Green Bay	State WI	ZIP Code 54313
Email Address sbieda@mau-associates.com	Phone Number (incl. area code) 920.434.9670	Fax Number (incl. area code)	

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

Name (Ind. Org. or Entity) South Bridge Properties LLC	Contact Person Jeff Weyers	Title Owner	
Mailing Address 111 N Washington St	City Green Bay	State WI	ZIP Code 54301
Email Address jeff@weyers.com	Phone Number (incl. area code) 920.362.7215	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description Southbridge Rd (Innovation Ct)	Parcel No. WD-D36, WD-D0035-1-1
---	------------------------------------

SECTION 4: CSM Information

Existing Zoning:	C-EO,
Present Use of Parcel:	Ag
Proposed Use of Lots:	Lot 1, future development, Lot 2, C-EO use, Outlots 1 and 2 to city

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) Steve Bieda	Title Managing Partner, PLS	Phone Number 920.434.9670
Signature of Applicant 		Date Signed 10.30.19

TO BE COMPLETED BY CITY STAFF

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

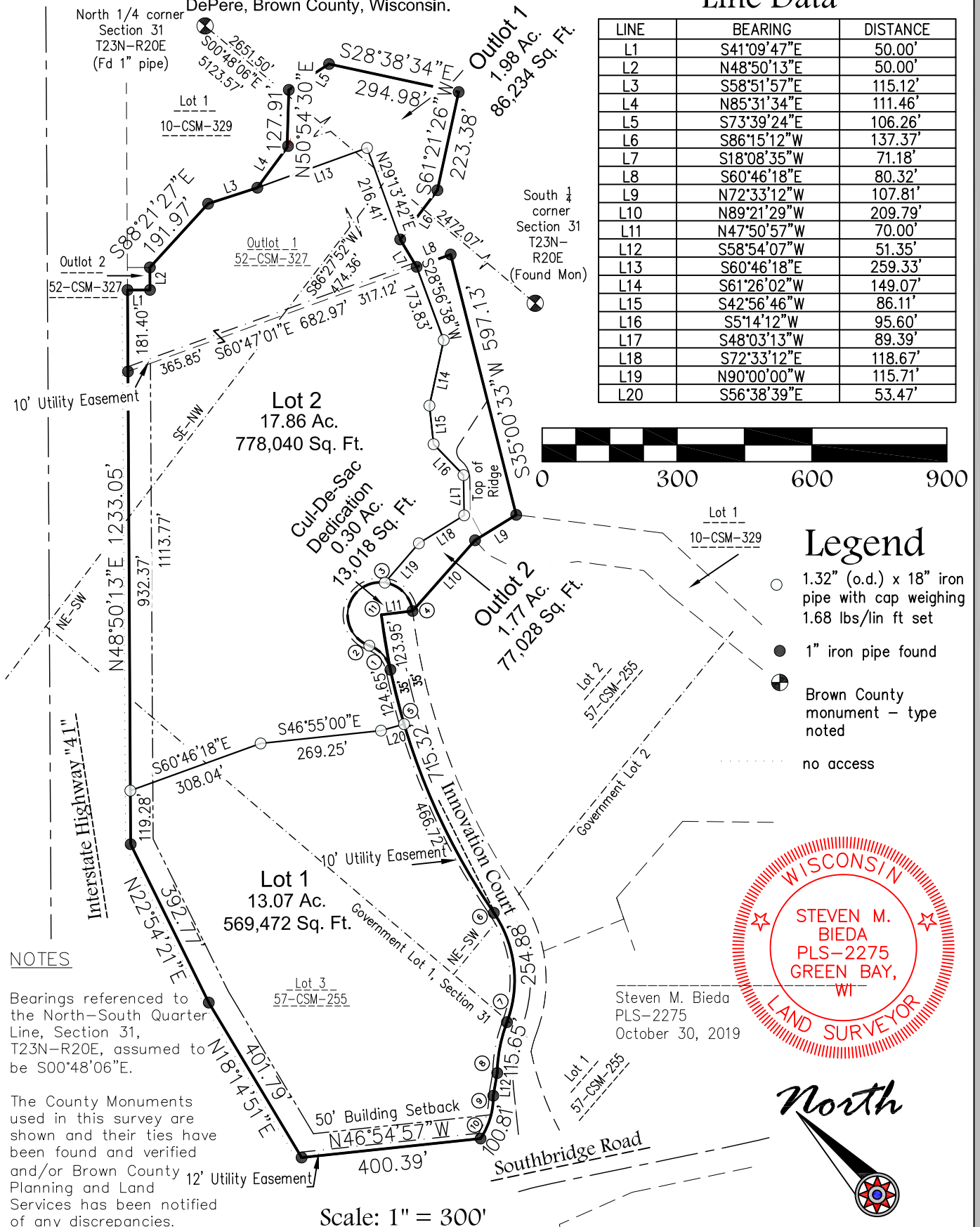
Attachment: Application Form (8951 : Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Ma)

Certified Survey Map

All of Lot 3, Volume 57, Certified Survey Maps, Page 255, Map No. 8236, Document No. 2584032, and all of Outlot 1, Volume 52, Certified Survey Maps, Page 327, Map No. 7621, Document No. 2318068, all Brown County Records, being locate in part of Government Lots 1 and 2, the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, and the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, all being in Section 31, T23N-R20E, in the City of DePere, Brown County, Wisconsin.

Line Data

LINE	BEARING	DISTANCE
L1	S41°09'47"E	50.00'
L2	N48°50'13"E	50.00'
L3	S58°51'57"E	115.12'
L4	N85°31'34"E	111.46'
L5	S73°39'24"E	106.26'
L6	S86°15'12"W	137.37'
L7	S18°08'35"W	71.18'
L8	S60°46'18"E	80.32'
L9	N72°33'12"W	107.81'
L10	N89°21'29"W	209.79'
L11	N47°50'57"W	70.00'
L12	S58°54'07"W	51.35'
L13	S60°46'18"E	259.33'
L14	S61°26'02"W	149.07'
L15	S42°56'46"W	86.11'
L16	S5°14'12"W	95.60'
L17	S48°03'13"W	89.39'
L18	S72°33'12"E	118.67'
L19	N90°00'00"W	115.71'
L20	S56°38'39"E	53.47'



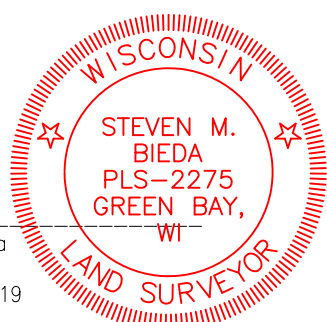
NOTES

Bearings referenced to the North-South Quarter Line, Section 31, T23N-R20E, assumed to be S00°48'06"E.

The County Monuments used in this survey are shown and their ties have been found and verified and/or Brown County Planning and Land Services has been notified of any discrepancies.

Legend

- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
- 1" iron pipe found
- Brown County monument - type noted
- no access



Steven M. Bieda
PLS-2275
October 30, 2019

Client: Performa

Tax Parcel: WD-D0036, WD-D0035-1-1
Drafted By: JEL
File: P-10119CSM 103019.dwg
Data File: P-21205

Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet One of Five

Project No.: P-10119

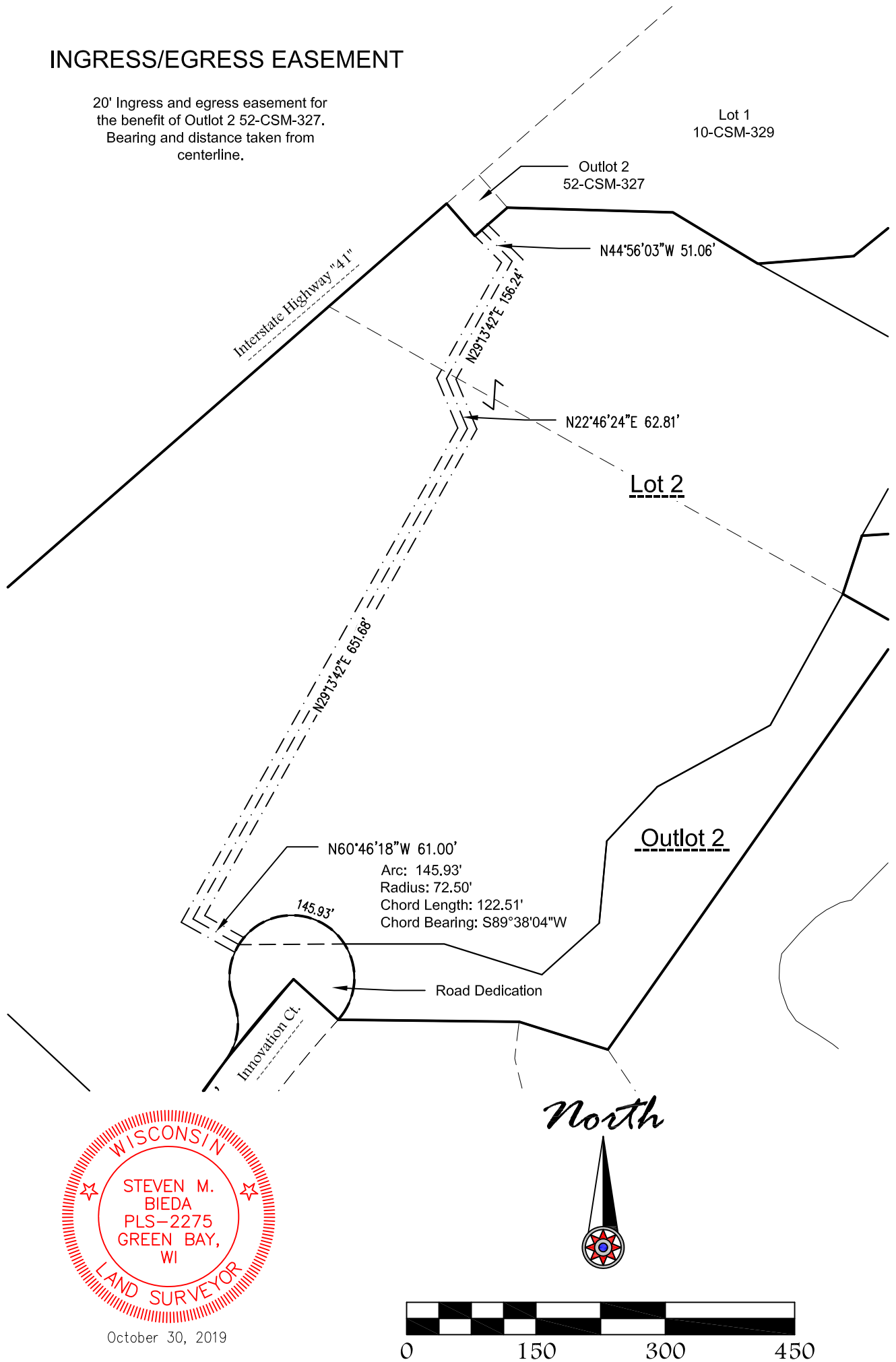
Drawing No.: L-10882

Fieldwork Completed: 10.30.19

Attachment: Preliminary CSM (8951 : Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Ma)

INGRESS/EGRESS EASEMENT

20' Ingress and egress easement for the benefit of Outlot 2 52-CSM-327. Bearing and distance taken from centerline.



October 30, 2019

Client: Performa

Tax Parcel: WD-D0036, WD-D0035-1-1

Drafted By: JEL

File: P-10119CSM103019.dwg

Data File: P-20505.txt

Mau & Associates, LLP

LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet Two of Five

Project No.: P-10119

Drawing No.: L-10882

Fieldwork Completed: 10.30.19

Attachment: Preliminary CSM (8951 : Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Ma)



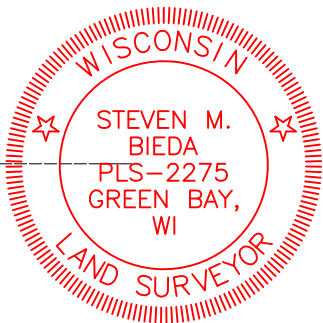
SURVEYOR'S CERTIFICATE

I, Steven M. Bieda, Professional Land Surveyor, P-2275, do hereby certify that I have surveyed, divided and mapped All of Lot 3, Volume 57, Certified Survey Maps, Page 255, Map No. 8236, Document No. 2584032, and all of Outlot 1, Volume 52, Certified Survey Maps, Page 327, Map No. 7621, Document No. 2318068, all Brown County Records, being locate in part of Government Lots 1 and 2, the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, and the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, all being in Section 31, T23N-R20E, in the City of DePere, Brown County, Wisconsin.

Parcel contains 1,523,792 square feet / 34.98 acres more or less.
Road dedication contains 13,018 square feet / 0.30 acres more or less.
Parcel subject to any easements and restrictions of record.

That such plat is a correct representation of all the exterior boundaries of the land survey and the division thereof. That I have made such a survey, land division and plat by the direction of the owners listed hereon. That I have fully complied with the provisions of Chapter 236, section 236.34 of the Wisconsin Statutes and the City of De Pere in surveying, dividing and mapping the same.

Steven M. Bieda
PLS-2275
October 30, 2019



CERTIFICATE OF THE CITY OF DE PERE

Approved for the City of DePere this ____ day of _____, 20__.

Carey Danen
City Clerk

CERTIFICATE OF THE BROWN COUNTY TREASURER

As duly elected Brown County Treasurer, I 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 dates listed below.

Paul D. Zeller
Brown County Treasurer

Curve Data

CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
1-2	74.39'	72.50'	71.17'	N8°00'50"E	58°47'26"	S32°24'33"W, N21°22'53"W
1-5	124.65'	1497.87'	124.61'	S35°01'31"W	4°46'04"	-
1-6	591.37'	1497.87'	587.53'	S26°05'56"W	22°37'14"	S14°47'19"E
1-11	123.95'	1497.87'	123.92'	N39°46'38"W	4°44'30"	-
2-3	213.44'	72.50'	144.29'	N62°57'25"E	168°40'39"	-
2-4	308.16'	72.50'	123.88'	S79°36'57"E	24°31'54"	S42°09'00"W
3-4	94.72'	72.50'	88.12'	N4°43'23"E	74°51'15"	-
5-6	466.72'	1497.87'	464.83'	S23°42'54"W	17°51'10"	-
6-7	254.88	265.00'	245.17'	S42°20'33"W	55°06'28"	N14°47'19"E
6-11	715.32'	1497.87'	708.54'	N28°28'11"E	27°21'44"	N42°09'03"E
7-8	115.65'	335.00'	115.08'	S60°00'22"W	19°46'50"	N69°53'47"E, S50°06'57"W
9-10	100.81'	164.67'	99.25'	S65°43'00"W	35°04'40"	N98°10'40"E, S83°15'20"W

Client: Performa

Tax Parcel: WD-D0036, WD-D0035-1-1
Drafted By: JEL
File: P-10119CSM103019.dwg
Data File: P-20505.txt

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Sheet Three of Five
Project No.: P-10119
Drawing No.: L-10882
Fieldwork Completed: 10.30.19

Attachment: Preliminary CSM (8951 : Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Ma)

As Owners, We hereby certify that we caused the land described and easements granted on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. We also certify that this Certified Survey Map is required by S.236.10 or S.236.12 to be submitted to the following for approval or objection:

- Michael J. Walsh, Mayor _____
- Carey Danen, Clerk Treasurer _____

Notary Public _____ My Commission Expires _____
Brown County, Wisconsin

STATE OF WISCONSIN]
] SS
COUNTY OF BROWN]

South Bridge Properties LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that said limited liability company caused the easements to be granted and the land on this Certified Survey Map to be surveyed, divided, dedicated, and mapped as represented hereon. South Bridge Properties LLC does further certify that this Certified Survey Map is required to be submitted to the City of De Pere for approval or objection in accordance with current Land Subdivision Ordinances.

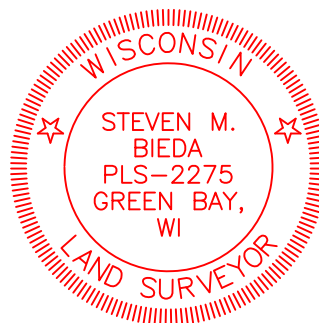
Member

Personally came before me this ____ day of _____, 20__, the above named Member of said Limited Liability Company and acknowledged that he executed the foregoing instrument as such Member as the deed of said Limited Liability Company, by its authority.

Notary Public _____ My Commission Expires _____
Brown County, Wisconsin

STATE OF WISCONSIN]
] SS
COUNTY OF BROWN]

- 1) The land on all side and rear lot lines of all lots shall be graded by the property owner and maintained by the abutting property owners to provide for adequate drainage of surface water.
- 2) Each lot owner shall grade the property 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 line, a disturbance of a survey stake by anyone is a violation of section 236.32 of the Wisconsin Statutes.



October 30, 2019

Tax Parcel: WD-D0036, WD-D0035-1-1
Drafted By: JEL
File: P-10119CSM103019.dwg
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Project No.: P-10119
Drawing No.: L-10882
Fieldwork Completed: 10.30.19



UTILITY EASEMENT PROVISIONS

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

South Bridge Properties LLC and City of De Pere , Grantor, to

WISCONSIN PUBLIC SERVICE CORPORATION, a Wisconsin corporation, Grantee,

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 incident 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 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.

NOTES

A Brown County Highway Department access permit must be obtained prior to any construction of a new street/road connection or driveway to a County Trunk Highway.

The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the City has adopted a soil erosion controlled ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

A Shoreland Permit for Outlots 1 and 2 from the Brown County Zoning Administrator's Office is required prior to any construction, fill, or grading activity within 300 feet of a stream.

Outlots 1 and 2 are intended to remain in a natural and undisturbed state. However, the City does have the right to use these areas for storm water management or to create public walkways, paths, or trails.



October 30, 2019

Client: Performa

Tax Parcel: WD-D0036, WD-D0035-1-1

Drafted By: JEL

File: P-10119CSM103019.dwg

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Phone: 920-434-9670 Website: www.mau-associates.com
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Sheet Five of Five

Project No.: P-10119

Drawing No.: L-10882

Fieldwork Completed: 10.30.19

Attachment: Preliminary CSM (8951 : Staff recommendation and possible action regarding a Proposed 2 Lot and 2 Outlot Certified Survey Ma)



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: November 25, 2019

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

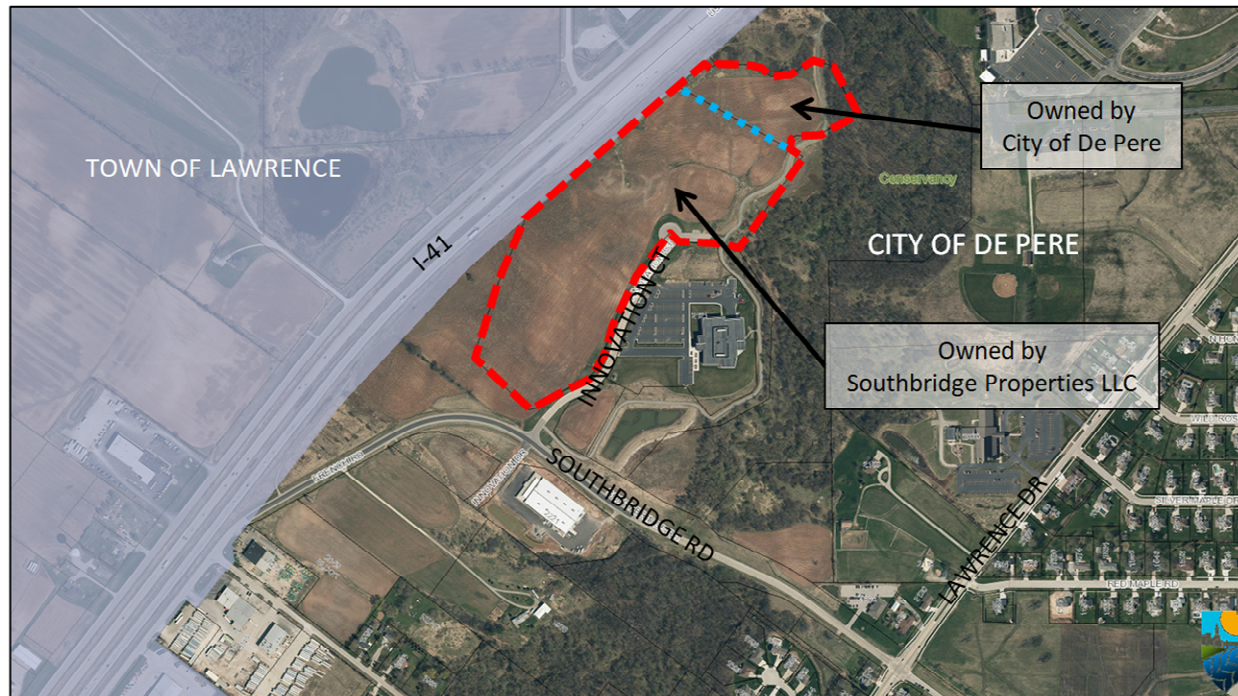
SUBJECT: Staff recommendation and possible action regarding a Site Plan request for a new office building and parking lot at 2100 BLK Innovation Court (Parcels WD-D0035-1-1, WD-D0036).

ATTACHMENTS:

- 11-25-19 Plan Commission Report - Commercial Horizons Office Building (PDF)
- Application Form (PDF)
- Site Plan - PRELIMINARY - 04 Nov 2019 (PDF)

- Item 5:** Staff recommendation and possible action regarding a Site Plan request for a new office building and parking lot at 2100 BLK Innovation Court (Parcels WD-D0035-1-1, WD-D0036).

SITE MAP



REQUESTED ACTION:	Site Plan Approval.
	Site Plan approval for a new four story office with 982 stall parking lot.
COMMON DESCRIPTION:	2100 BLK Innovation Court, located northwest from the Innovation Court and Southbridge Road intersection.
PARCEL NUMBERS:	WD-D0035-1-1, WD-D0036
EXISTING ZONING:	C-EO (Corporate Executive Office District).
SURROUNDING LAND USES:	North – Conservancy/natural area (C-EO).
	South – Vacant Business Park Property (C-EO).
	East – Conservancy/natural area (C-EO) and corporate office (C-EO).
	West – I-41 freeway and Town of Lawrence with agricultural and commercial.
COMPREHENSIVE PLAN:	Business park.

APPLICANT / OWNER:

Tonya Wagner
Authorized Representative
Mau & Associates LLP
400 Security Boulevard, Suite 1
Green Bay, WI 54313

Parcel WD-D0035-1-1 Owner:
City of De Pere
335 S. Broadway Street
De Pere, WI 54115

Parcel WD-D0036 Owner:
South Bridge Properties LLC
111 N. Washington Street #400
Green Bay, WI 54301-4256

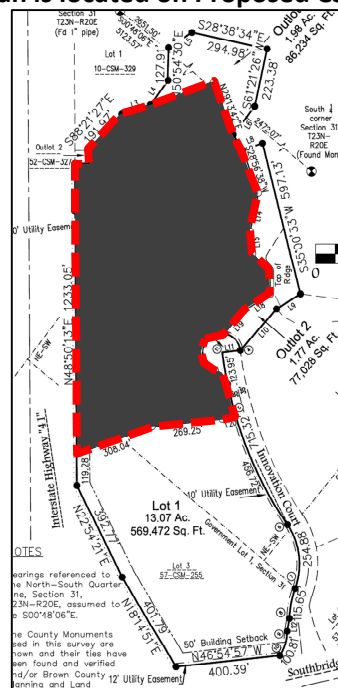
SITE HISTORY:

The site has been used for agricultural purposes since at least 1938.

In 2007 a General Development Plan and Planned Development District overlay was established for the development of 6 office buildings on the existing lots. The buildings were never built and the General Development Plan expired in 2008.

In September 2019, a concept site plan for an office building was proposed on the site, which included both privately owned and City owned lands. Because the site plan did not require a Planned Development overlay, the Plan Commission recommended the removal of the planned Development District overlay on September 23, 2019. Common Council approved the recommendation on October 15, 2019.

In October 2019, a CSM was formally submitted, along with a site plan, in order to realign property lines that allow for future business development on CSM Lot 2. With a proposed acquisition of City owned lands to create Lot 2, the realignment proposes a site plan with access to Innovation Court.

Site Plan is located on Proposed CSM Lot 2

On November 12, 2019, the Finance and Personnel Committee approved Development Agreement terms for the project that included TIF and provisions for the acquisition of portions of the City-owned parcel.

The developer seeks site plan approval in November in order to complete preliminary earthwork on the site before the end of 2019. Most of the project construction, however, will not occur until spring of 2020.

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 subject property includes land that is proposed to be acquired from the city by the petitioner for development of a 4 story, 169,013 SF office building that is 74 feet tall with a heavily landscaped 982 stall parking lot.

Two driveways connect to Innovation Court; there is no direct driveway access to the adjacent I-41. The intersection of Innovation Court and Southbridge Road may be repositions or realigned in the future depending on the final designs for the Southern Bridge. There are two loading docks on the north side of the building that are out of view from Innovation Court.

The locations and types of signage (wall, monument, etc.) are not known yet and are not part of the site plan Review. Any future signage approvals must meet the sign code or be reviewed by Plan Commission separately from this site plan review.

The building façade materials are 50% glass, 30% cast stone veneer, and 20% aluminum composite metal panel (similar to the panel used on the adjacent office to the east. The vertical column panels are patterned to appear to look like wood. The material colors are not labeled on the site plan.

The applicant requests that the Plan Commission approve use of an aluminum composite metal panel in the following locations:

- On the front, side and rear facades
 - o Metal is located between floors and at the top of the building façade
 - o Metal is also located on vertical columns that are patterned to look like wood. The vertical columns are also on the first floor, reaching ground level.

Plan Commission may consider three requests for building façade materials:

1. In the C-EO District, Plan Commission has the ability to consider

- approval of the use of up to 75% metal on the side and rear of building façades that do not face a street.
2. In industrial districts, (which includes C-EO) Plan Commission has considered approval of the use of textured metal architectural paneling on front (street facing) sides for some projects when the metal is higher than the top of first floor doors and windows.
 3. The use of wood colored metal columns that are below the top of doors may be considered an allowable architectural detail.

In the C-EO District, height of buildings are approved with consideration given to the following:

- Adequate air and light to adjacent properties.
- The potential for damage to adjacent properties.
- Consistency with the height of adjacent development.

Plan Commission may consider the building height acceptable for the following reasons:

1. The proposed building is setback a long distance, 275-600 feet from adjacent properties, and shadows that would be cast from the building would not occur in a direction where another building would be built as there are not proposed lots to the north, east, west of the building.
2. Due to the building being setback, it would not fall onto an adjacent building.
3. The adjacent proposed CSM Lot 1 to the south is undeveloped, and no building height is established. The Foth building, to the southeast .is 43 feet tall. Although both buildings are not the same height, both are distance away and varying heights may not appear unusual as the massing width to height are similar for both the existing and proposed new buildings.

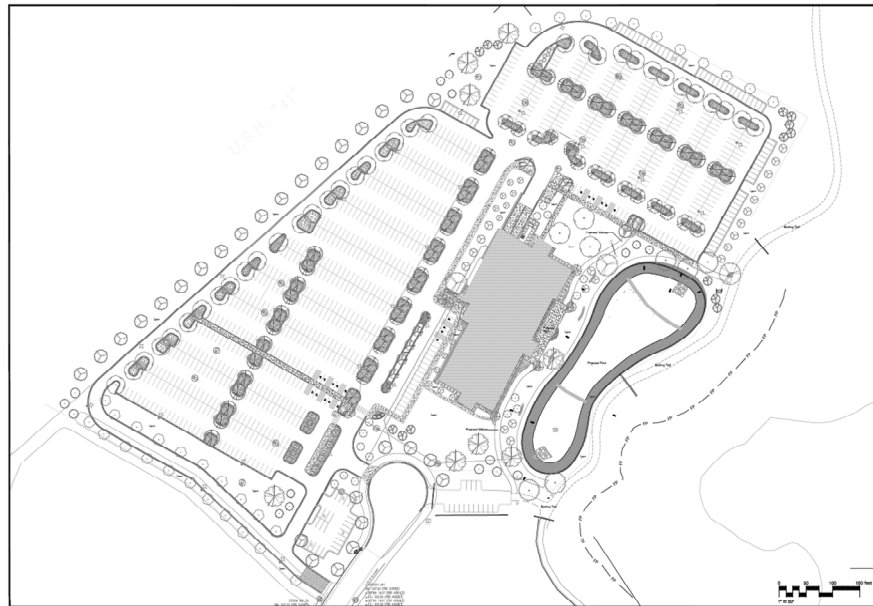
The site plan complies with the following massing and setback requirements set by the C-EO District (Code Section 14-50):

- Land Use: Vacant – Proposed office building (certain businesses permitted)
- Lot Size: 17.9 acres (5 acres required)
- Front Yard Setback - Innovation Court: ~275 feet (50 feet required)
- Side Yard Setback - I-41: ~600 feet (30 feet required)
- Side Yard Setback – Conservancy: ~600 feet (30 feet required)
- Rear Yard Setback: ~900 feet (30 feet required)
- FAR: 0.2 (0.5 or less required)
- Building Height: 74 feet (Plan Commission approval required)
- Landscaping: 281 trees (78 trees required)

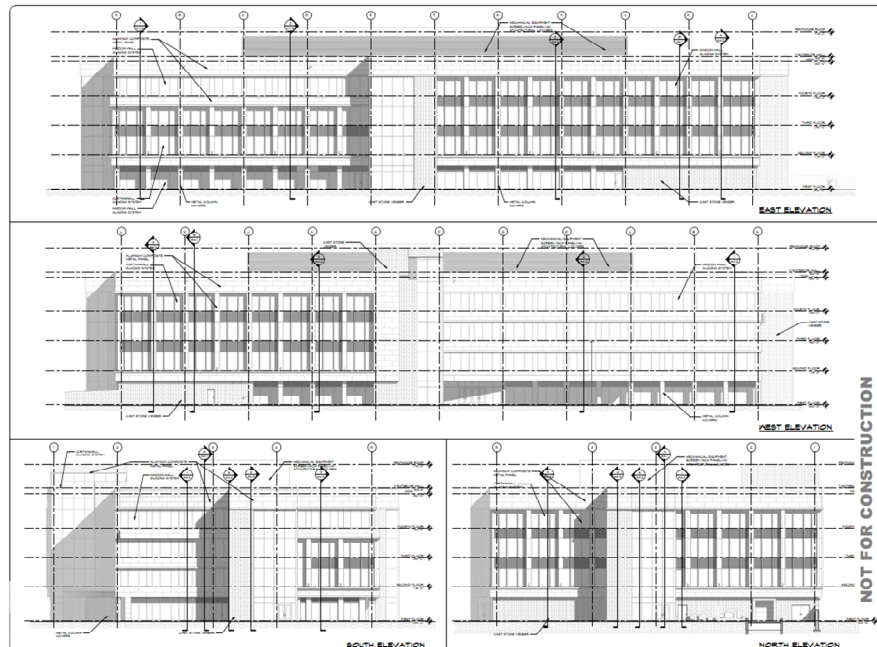
Parking requirements have been met with 982 proposed new vehicle stalls. The below chart summarizes the existing and proposed stalls to be added, and the required stalls:

LOCATION	EXISTING	ADDED	REQUIRED	CRITERIA MET?
Staff & Visitor	0	982	676	--
TOTAL	0	982	676	YES

Proposed site plan with parking lot landscaping.



Front, side, and rear building facades.



Two Color renderings of façade facing I-41.



Color rendering of façade facing Innovation Court.



STAFF COMMENTS:

Engineering:

1. Sheet 1 of 1: The property boundaries do not match that of CSM. The parking lot north of Foth is out lot 2 and not part of this development's property. (Throughout plan as well.)
2. Sheet C1.0: Draw the limits of the 20' egress easement to the City of De Pere sign clearly. The lines are difficult to see, due to the Heavy Duty Pavement area hatching.
3. Sheet C1.0: Clarify the winter construction limit boundaries.
4. Sheet C1.0: The construction entrance calls for installation of breaker run and base course. The comment should reference the tracking pad detail on sheet C7.1.
5. Sheet C1.0: Each of the ADA ramps reference detail C4.4. It should reference the detail on sheet C4.4.
6. Sheet C1.0: Phasing should be broken down further, onto additional sheets, for winter, spring, summer/full build construction including erosion control as it evolves for this work.
7. Sheet C1.0: As constructed elevations and locations of the sanitary sewer and water laterals must be provided to the City for the construction of the cul-de-sac and the extension of our utilities.
8. Sheet C1.0: Core drill the City manhole for the storm sewer service. Contact the City of De Pere Engineering Department 48 hours prior to starting work.
9. Sheet C2.0: Please provide truck turning movements and radii for the truck path in the northern lot and loading bays to verify the shown route is feasible.
10. Sheet C2.2: Amend comment for concrete curb cut per City of De Pere Specifications to be "concrete curb PROFILE cut..."
11. Sheet C2.2: Show proposed electric, gas, communications lines entering the site and terminating at the building.
12. Sheet C3.0: Correct the existing contours, which are shown with the same line as proposed contours and not as the line in the legend.
13. Sheet C4.0: Remove existing contours and parking lot striping as they make it too difficult to see the storm drainage basins. (on all grading plans.)
14. Sheet C4.1: Inlet protection is at incorrect location at catch basin W18.
15. Sheet C4.1: Rim/Flowline elevations are not provided for catch basins W18, W17, W16, W15, W14, W13 or W12.
16. Sheet C4.2: Need rim elevation at catch basin W2.
17. Sheet C4.3: The City's parking lot at Outlot 2 is being revised which will impact the trail's location.
18. Sheet C4.3: There is a flume discharge from the City's parking lot at Outlot 2 that will need to be accounted for with the trail design.
19. Sheet C4.4: At ADA ramp 7, the detectable warning fields should be moved back outside of the dumpster enclosure approach as there is the reasonable expectation that a pedestrian could meet a vehicle.
20. Sheet C4.4: At west lot ADA area, there are extra lines that look to be pavement markings boxing out all the parking stalls and delineating the center of the driving lane.
21. Sheet C5.1: Identify the water meter size for this development. Please notify the City of De Pere Water Department one-month in advance if the meter is larger than one-inch.
22. Sheet C5.1: Identify the water service size. If the water line servicing this building is greater than 4-inches in diameter, additional testing will be

- required prior to service (e.g. safe sample and pressure). It is the City's understanding that the size may be 6-inches. Project may want to consider going larger as other, similar developments have recently upsized to 12-inch water service.
23. Sheet C5.1: Sanitary sewer should call out bends, depth, slope, diameter and cleanouts.
 24. Sheet C6.0: the 24-inch pond outlet pipe should have an apron end wall, geotextile fabric and riprap. Rip rap limits will need to be determined by Engineer as it extends into the floodway.
 25. Sheet C6.0: Each view of the pond should include a north arrow and scales.
 26. Sheet C6.0: Once constructed, the City will need to be provided record drawings of the detention pond as well as an engineer's certification that the completed construction matches that of the SWMP.
 27. Sheet C6.0: The City will provide a storm water maintenance agreement for the developer to complete for the detention pond.
 28. Sheet C6.0: Once the pond outlet structure is added to the 24" RCP, the 24" RCP will be part of the pond system and privately owned. Please add note to plan.
 29. Sheet C7.1: The City requires inlet protection type D per WisDNR best management practices where applicable. No detail of this is provided.
 30. Sheet ES1.0: A lighting plan will need to be provided for the site showing the foot candles for all fixtures across this site.
 31. Sheet ES1.0: Curb at north parking lot extends through parking stalls at the north and east side of the lot. Same for the southernmost lot to the east of the main lot (just north of the construction entrance).
 32. Sheet AS1.1: the north arrow is pointing the incorrect direction.
 33. Any concrete work done in the right-of-way must be completed by a licensed concrete worker. License may be obtained at De Pere Public Works office. Please add note to plan.
 34. Need to provide WisDNR soil loss / discharge calculations and corresponding map.
 35. Items to address prior to obtaining occupancy permit:
 - a. Cover: Update project location address once made available.
 - b. Sheet C1.0: Clarify what the dark arrow that starts at the construction entrance and goes north approximately halfway up the building represents.
 - c. Sheet C2.0: It is recommended that the concrete pad at the dumpster enclosure approach be eight-inch concrete to accommodate dumpster pick-up. No detail or hatching is provided for thicker concrete section.
 - d. Sheet C6.0: Any concerns with the seepage through the berm below the permanent pool elevation? If rip rap is required in the future on the side of the berm due to seepage, the owner will be responsible for the cost.
 - e. General: Identify any exterior signs for the development.
 - f. Additional comments may be provided based on responses to above.

Fire:
None.

Forestry:

1. The plan still incorporates Norway maple, Red maple and White spruce. Too much reliance on maples and one species of spruce.

Health:

None.

Planning:

1. The building façade is approximately 50% glass, 30% cast stone veneer, and 20% aluminum composite metal panel (similar to the material used on the nearby Foth building). The vertical columns have an appearance of wood. Glass and stone are approvable materials, however, the use of metal panel requires Plan Commission approval.
2. Label the specific colors of each façade material on the site plans.
3. Label the location of the refuse and recycle storage area on the north side of the building. On page AS1.1, identify the height of the structure and change the materials used for the gates/door. The enclosure and gate shall be a matching metal building material, vinyl, brick, masonry, or composite wood. Chain link fence with slats is not permitted. Also, landscaping is required around screening walls wherever they abut a non-paved surface or a required landscape area.
4. On page C1.0, correct the required number of parking spaces to be 676 instead of 674 (169,013 SF / 250 SF = 676).
5. There appear to be 2 loading docks on the north side of the building. Properly label the loading docks on the site plan, with elevations that identify that the docks are properly screened and landscaped.
6. Items to address prior to obtaining occupancy permit:
 - a. There will be signs on the building, locations to be determined, thus sign location is not part of the Plan Commission review. Any future signage must meet sign code standards. If signs do not meet standards, a new review of signage by Plan Commission may be required.

Inspection:

None.

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 Common Council.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the site plan request for the new office building and parking lot, subject to compliance with the conditions listed in the 'Staff Comments' section of this report.

Staff also recommends APPROVAL of the use of metal paneling and wood colored metal columns on the front, sides, and rear of the building.



CITY OF DE PERE

APPLICATION FOR
SITE PLAN REVIEW

Fee: \$ 305.00

Receipt #: 147479

Date: 11-05-19

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) Mau & Associates, LLP	Authorized Representative Tonya Wagner	Title	
Mailing Address 400 Security Blvd	City De Pere	State WI	ZIP Code 54115
Email Address tawagner@mau-associates.com	Phone Number (incl. area code) 920-434-9670	Fax Number (incl. area code) 920-434-9672	

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

Name (Ind. Org. or Entity) South Bridge Properties, LLC	Contact Person Jeff Weyers	Title Owner	
Mailing Address 111 N. Washington Street	City Green Bay	State WI	ZIP Code 54301
Email Address jeff@weyers.com	Phone Number (incl. area code) 920-362-72150 Southbridge Ro	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description 0 Southbridge Rd (Innovation Court)	Parcel No. WD-D--36, WD-D0035-1-1
--	--------------------------------------

SECTION 4: Project Information

Existing Zoning:	C-EO		
Present Use of Parcel:	Agricultural		
Proposed Use of Parcel:	Commercial Development		
Estimated Start Date:	November 2019	Estimated Completion Date:	May 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.

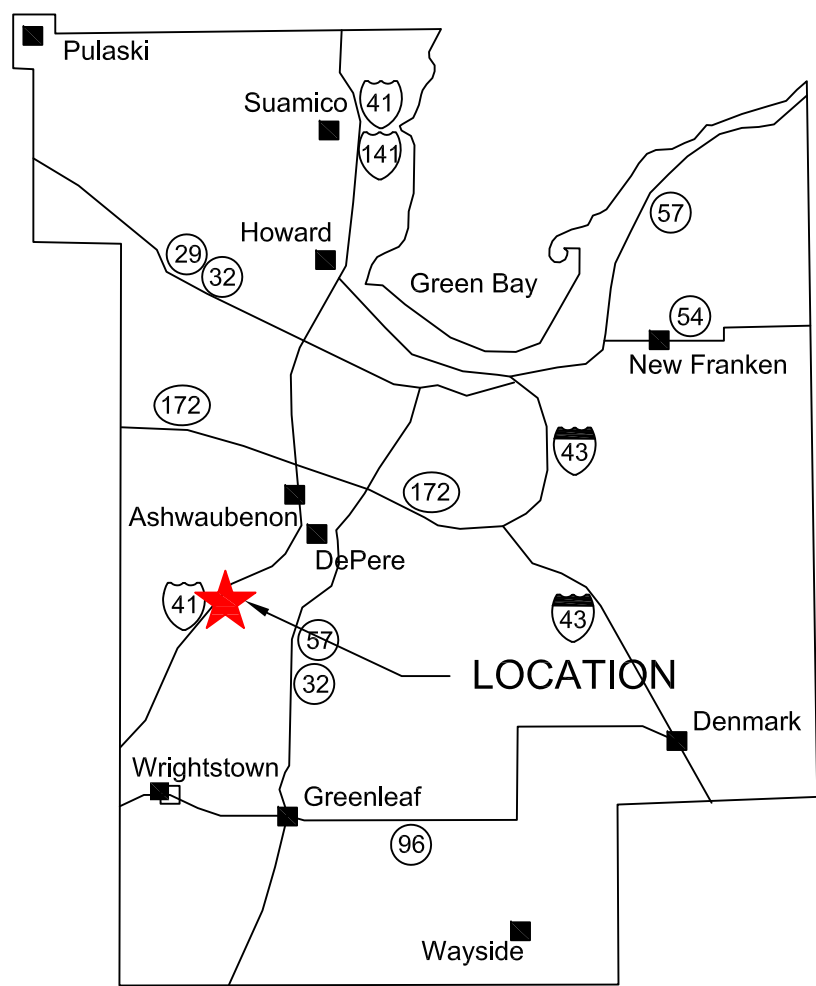
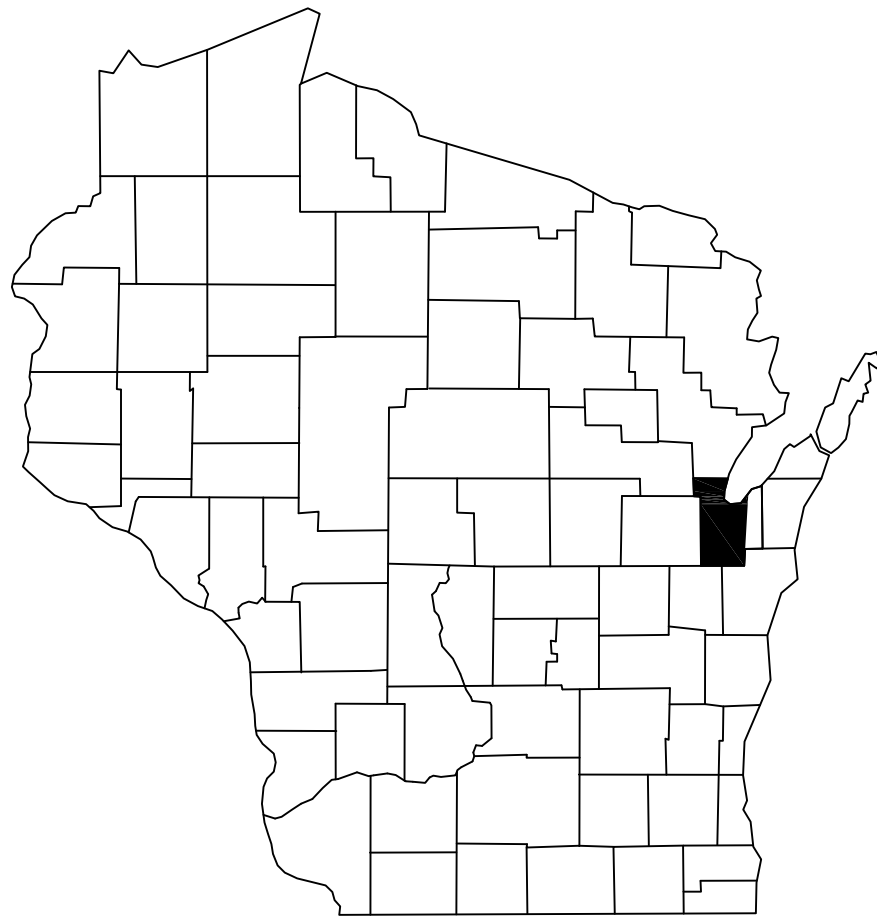
Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Tonya Wagner	Title Project Engineer	Phone Number 920-434-9670
Signature of Applicant		Date Signed

TO BE COMPLETED BY CITY STAFF

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

Attachment: Application Form (8953 : Staff recommendation and possible action regarding a Site Plan request for a new office building and)



Commercial Horizons Multi-Tenant Facility

City of De Pere

Brown County, Wisconsin

City Submittal Set 11-4-19
Miron Bid Set
Project Information

Owner(s):	South Bridge Properties, LLC
Project Name:	Multi-Tenant Facility
Project Description:	4 Story commercial facility with 982 parking stalls and a storm water pond
Project Location:	0 Southbridge Road (Innovation Court)
Parcel Number(s):	WD-D0036, WD-D--35-1-1

Contact information

Owner(s):	South Bridge Properties, LLC Attn: Jeff Weyers 111 N. Washington Street Green Bay, WI 54301 PH.: 920-362-7215
Engineer:	Mau & Associates, LLP Contact: Tonya Wagner, P.E. 400 Security Blvd. Suite 100 Green Bay, WI 54313 PH.: 920-434-9670

Sheet Index:	Exterior Rendering Southwest View Exterior Rendering Northwest View Exterior Rendering Southeast View 1 of 1 Site Survey C1.0 Overall Site and Phase 1 Plan Preliminary Site Logistics Plan C2.0 North Lot Site Plan C2.1 West Lot (N) Site Plan C2.2 West Lot (S) Site Plan C3.0 Overall Erosion Control Plan C4.0 North Lot Grading Plan C4.1 West Lot (N) Grading Plan C4.2 West Lot (S) Grading Plan C4.3 Pond Area Grading Plan C4.4 ADA Ramp Details C5.0 North Lot Utility Plan C5.1 West Lot Utility Plan C6.0 Pond Plan & Profile C7.0 Site Details C7.1 Erosion Control Details C7.2 Utility and Pond Details L-1 Preliminary Landscape Plan (official submittal under separate submittal) ES1.0 Electrical Site Plan AS1.1-A3.1 Architectural Plans
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DATE:	11-04-19
PROJECT NO.	P-10119
DRAWING NO.	S-3166



Vicinity Map
(not to scale)

Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

Utility Contacts:

AT&T (Telephone)
Joe Kassab
205 S. Jefferson Street
Green Bay, WI 54301
920-433-4200 (Office)
920-202-4002 (Cell)
1-800-342-8511 (Cable Locate Toll Free)

Wisconsin Public Service (WPS)
Robert Laskowski (Electric/Gas)
2850 S. Ashland Ave
PO Box 19002
Green Bay, WI 54307
920-433-1279

Century Link
800-573-1311

Time Warner Cable
Vince Albin
3520 E Destination Dr.
Appleton, WI 54915
920-831-9249
Vince.albin@twcable.com

Wisconsin BOT
Will Dorsey
944 Vanderperren Way
Green Bay, WI 54304-5344
920-492-5640

WDNR
Norman Hahn, Jr. (Water)
101 S. Webster Street
P.O. Box 7921
Madison, WI 53707
608-267-7661
Norman.Hahnjr@wisconsin.gov

DNR Liason
James Doperalski
2984 Shawano Avenue
Green Bay, WI 54313
920-662-5119

City of De Pere
Public Works
Scott Thoresen
925 Sixth Street
De Pere, WI 54115
920-339-4060

De Pere Water Department
Eric Zygarlickie
925 Sixth Street
De Pere, WI 54115
920-339-4060

NEW Water
Green Bay Metropolitan Sewerage District
Lisa Sarau
2231 N. Quincy Street
Green Bay, WI 54302
920-438-1039

Non-emergency Numbers
Green Bay Police Department
920-448-3200
De Pere Fire Department
920-339-4091

24-hour Emergency Numbers
Natural Gas
800-450-7280
Electric
800-450-7240

Diggers Hotline
800-242-8511 (Toll Free)
800-542-2289 (Hearing Impaired TDD)
www.diggershotline.com







PROJECT NO.
P-10119
SHEET NO.
1 of 1
DRAWING NO.
S-3173

Performa Inc.

Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Site Survey

TAX PARCEL NO. WD-D00036, WD-D0035-1-1

DRAWN BY
BAR

SCALE
1"=100'

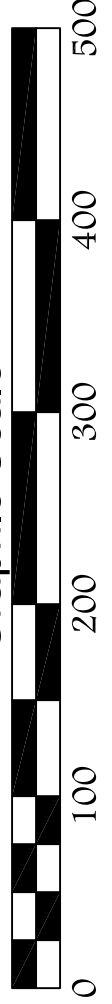
Fieldwork Completed: xxxxxx

Data File: P-10119.dat

Site Survey

Lots 3, Volume 57, Certified Survey Maps, page 255, Map Number 8236, Document Number 2584032, Brown County Records, said Map being part of Government Lots 1 and 2, the Northeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, and the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 31, T23N-R20E, and Outlot 1, Volume 52, Certified Survey Maps, page 327, Map Number 7671, Document Number 2318068, Brown County Records, said Map being part of Lot 1, Volume 10, Certified Survey Maps, page 329, Map Number 2316, Brown County Records, being located in part of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, and the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 31, T23N-R20E, all in the City of DePere, Brown County, Wisconsin.

Graphic Scale



Curve Data

CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
6-9	715.32	149.87	708.54	N28°26'11"E	272°144"	N42°03'01"E
9-10	254.88	265.00	245.17	S42°20'33"W	55°06'28"	N14°47'19"E
10-11	15.55	355.00	15.08	N87°00'22"E	19°46'40"	N6°55'47"E & S88°06'57"W
12-13	106.91	151.67	97.49	N65°19'49"E	35°34'49"	N36°19'49"E & S55°15'07"E

NOTES

Bearings referenced to the Eastern right of way of Interstate Highway "41", assumed to be N46°30'15"E.
The County Monuments used in this survey are shown and their ties have been found and verified and/or Brown County Planning and Land Services has been notified of any discrepancies.
Elevations are referenced to the NAD 88 Benchmark Datum.

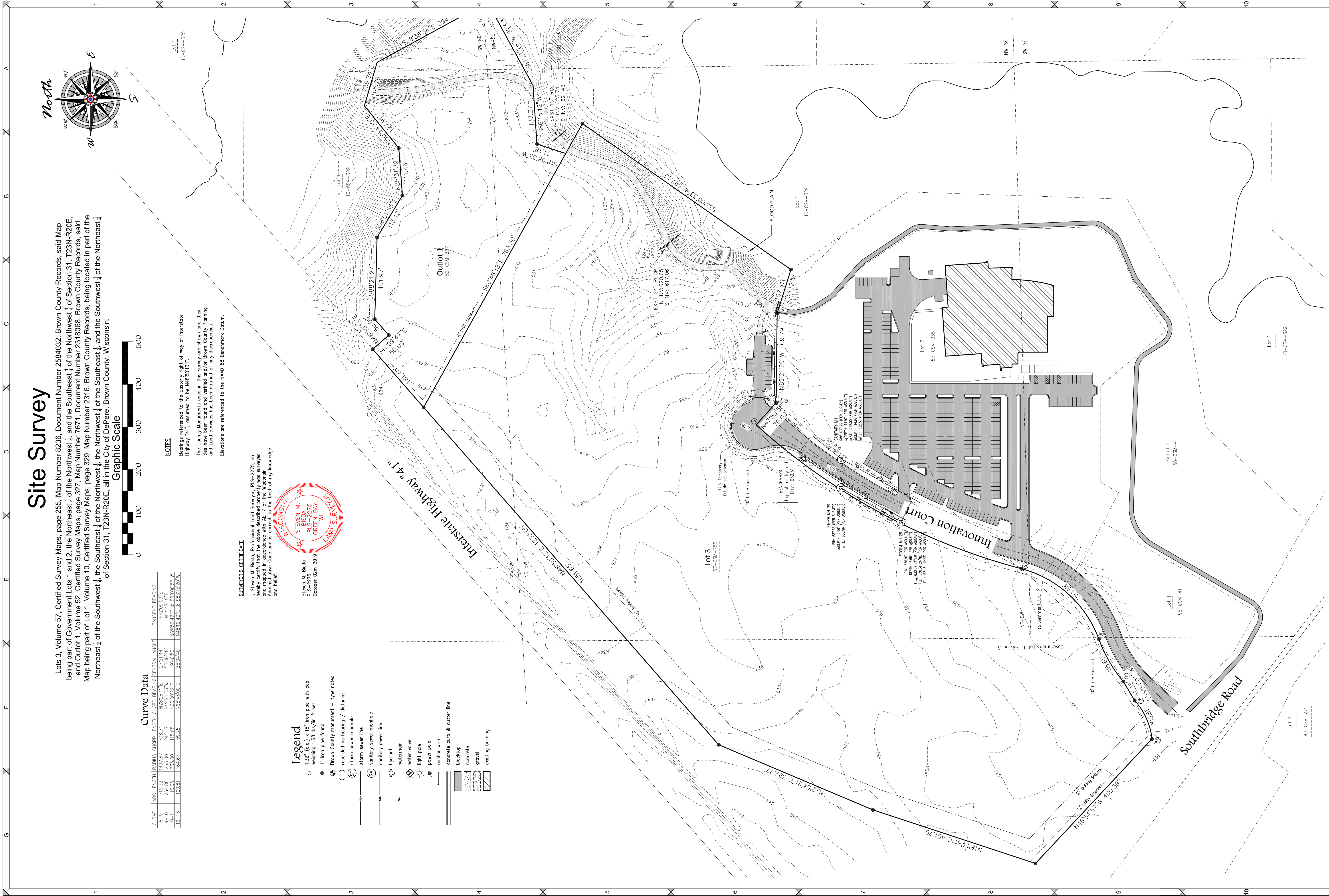
SURVEYOR'S CERTIFICATE

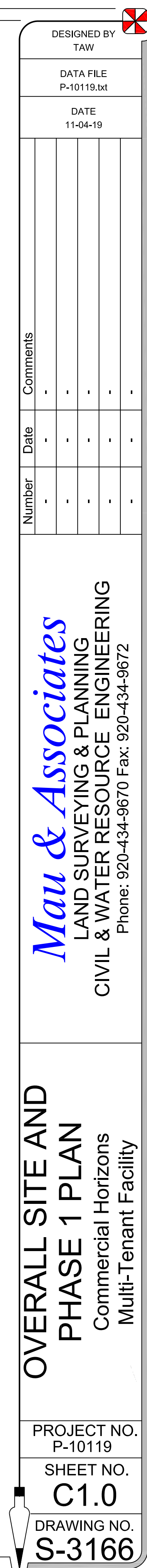
I, Steven M. Bieda, Professional Land Surveyor, PLS-2275, do hereby certify that the above described land has been surveyed and mapped in accordance with AE-7 of the Wisconsin Administrative Code and is correct to the best of my knowledge and belief.

STEVEN M. BIEDA
PLS-2275
GREEN BAY, WI
LAND SURVEYOR
WISCONSIN

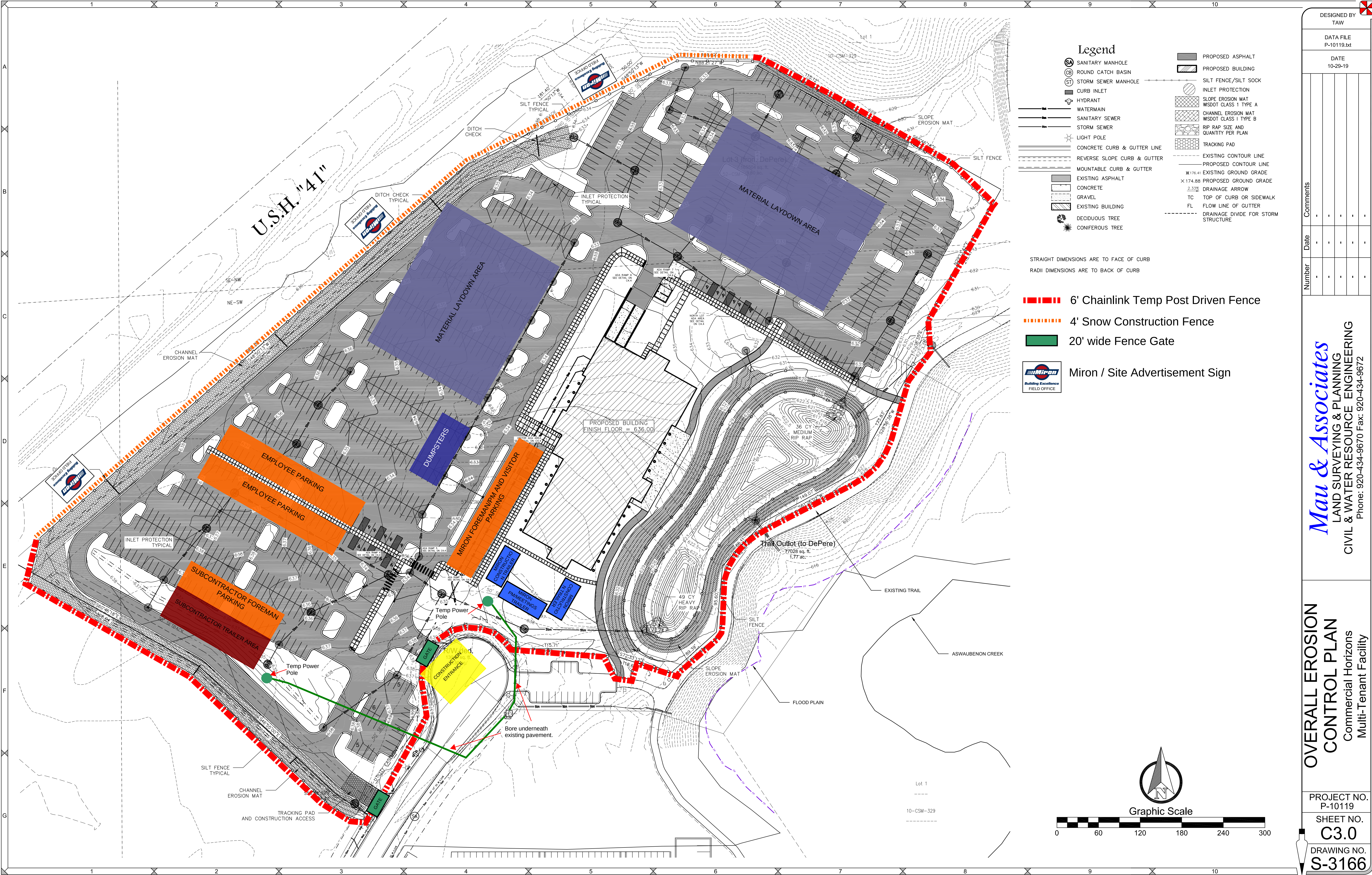
Legend

- 1.32" (0.4) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
- 1" iron pipe found
- Brown County monument - type noted
- () recorded as bearing / distance
- storm sewer manhole
- sanitary sewer manhole
- sanitary sewer line
- hydrant
- watermain
- water valve
- light pole
- power pole
- anchor wire
- concrete curb & gutter line
- blacktop
- concrete
- gravel
- existing building





PRELIMINARY SITE LOGISTICS PLAN





DESIGNED BY
TAW

DATA FILE
P-10119.txt

DATE
11-04-19

Number	Date	Comments

Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

**NORTH LOT
SITE PLAN
COMMERCIAL HORIZONS
MULTI-TENANT FACILITY**

PROJECT NO.
P-10119

SHEET NO.
C2.0

DRAWING NO.
S-3166





DESIGNED BY
TAW

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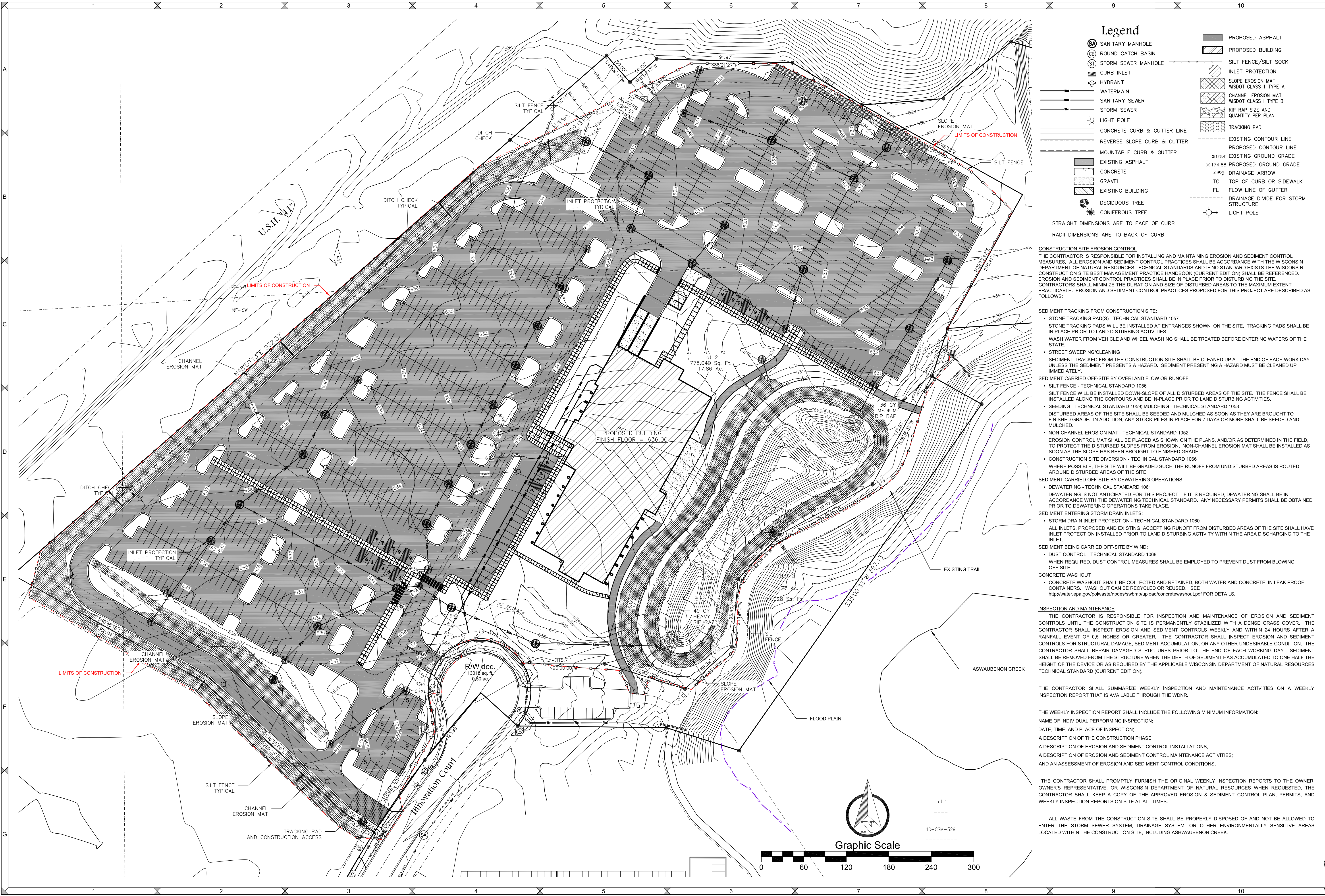
DATE
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Number	Date	Comments

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CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

**WEST LOT (S)
SITE PLAN**
COMMERCIAL HORIZONS
MULTI-TENANT FACILITY

PROJECT NO.
P-10119
SHEET NO.
C2.2
DRAWING NO.
S-3166



Legend

SA

SANITARY MANHOLE

CB

ROUND CATCH BASIN

ST

STORM SEWER MANHOLE

CURB INLET

HYDRANT

WATERMAIN

SANITARY SEWER

STORM SEWER

LIGHT POLE

CONCRETE CURB & GUTTER LINE

REVERSE SLOPE CURB & GUTTER

MOUNTABLE CURB & GUTTER

EXISTING ASPHALT

CONCRETE

GRAVEL

EXISTING BUILDING

DECIDUOUS TREE

CONIFEROUS TREE

PROPOSED ASPHALT

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SILT FENCE/SILT SOCK

INLET PROTECTION

SLOPE EROSION MAT
WSDOT CLASS 1 TYPE A

CHANNEL EROSION MAT
WSDOT CLASS 1 TYPE B

RIP RAP SIZE AND
QUANTITY PER PLAN

TRACKING PAD

EXISTING CONTOUR LINE

PROPOSED CONTOUR LINE

EXISTING GROUND GRADE
X 174.88

PROPOSED GROUND GRADE
X 174.88

DRAINAGE ARROW

TC
TOP OF CURB OR SIDEWALK

FL
FLOW LINE OF GUTTER

DRAINAGE DIVIDE FOR STORM
STRUCTURE

LIGHT POLE

STRAIGHT DIMENSIONS ARE TO FACE OF CURB

RADII DIMENSIONS ARE TO BACK OF CURB

CONSTRUCTION SITE EROSION CONTROL

THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING AND MAINTAINING EROSION AND SEDIMENT CONTROL MEASURES. ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE ACCORDANCE WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES TECHNICAL STANDARDS AND IF NO STANDARD EXISTS THE WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK (CURRENT EDITION) SHALL BE REFERENCED. EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE IN PLACE PRIOR TO DISTURBING THE SITE. CONTRACTORS SHALL MINIMIZE THE DURATION AND SIZE OF DISTURBED AREAS TO THE MAXIMUM EXTENT PRACTICABLE. EROSION AND SEDIMENT CONTROL PRACTICES PROPOSED FOR THIS PROJECT ARE DESCRIBED AS FOLLOWS:

- SEDIMENT TRACKING FROM CONSTRUCTION SITE:**
- STONE TRACKING PAD(S) - TECHNICAL STANDARD 1057
 - STONE TRACKING PADS WILL BE INSTALLED AT ENTRANCES SHOWN ON THE SITE. TRACKING PADS SHALL BE IN PLACE PRIOR TO LAND DISTURBING ACTIVITIES.
 - WASH WATER FROM VEHICLE AND WHEEL WASHING SHALL BE TREATED BEFORE ENTERING WATERS OF THE STATE.
 - STREET SWEEPING/CLEANING
 - SEDIMENT TRACKED FROM THE CONSTRUCTION SITE SHALL BE CLEANED UP AT THE END OF EACH WORK DAY UNLESS THE SEDIMENT PRESENTS A HAZARD. SEDIMENT PRESENTING A HAZARD MUST BE CLEANED UP IMMEDIATELY.
- SEDIMENT CARRIED OFF-SITE BY OVERLAND FLOW OR RUNOFF:**
- SILT FENCE - TECHNICAL STANDARD 1056
 - SILT FENCE WILL BE INSTALLED DOWN-SLOPE OF ALL DISTURBED AREAS OF THE SITE. THE FENCE SHALL BE INSTALLED ALONG THE CONTOURS AND BE IN-PLACE PRIOR TO LAND DISTURBING ACTIVITIES.
 - SEEDING - TECHNICAL STANDARD 1059; MULCHING - TECHNICAL STANDARD 1058
 - DISTURBED AREAS OF THE SITE SHALL BE SEEDED AND MULCHED AS SOON AS THEY ARE BROUGHT TO FINISHED GRADE. IN ADDITION, ANY STOCK PILES IN PLACE FOR 7 DAYS OR MORE SHALL BE SEEDED AND MULCHED.
 - NON-CHANNEL EROSION MAT - TECHNICAL STANDARD 1052
 - EROSION CONTROL MAT SHALL BE PLACED AS SHOWN ON THE PLANS, AND/OR AS DETERMINED IN THE FIELD. TO PROTECT THE DISTURBED SLOPES FROM EROSION, NON-CHANNEL EROSION MAT SHALL BE INSTALLED AS SOON AS THE SLOPE HAS BEEN BROUGHT TO FINISHED GRADE.
 - CONSTRUCTION SITE DIVERSION - TECHNICAL STANDARD 1066
 - WHERE POSSIBLE, THE SITE WILL BE GRADED SUCH THE RUNOFF FROM UNDISTURBED AREAS IS ROUTED AROUND DISTURBED AREAS OF THE SITE.
- SEDIMENT CARRIED OFF-SITE BY DEWATERING OPERATIONS:**
- DEWATERING - TECHNICAL STANDARD 1061
 - DEWATERING IS NOT ANTICIPATED FOR THIS PROJECT. IF IT IS REQUIRED, DEWATERING SHALL BE IN ACCORDANCE WITH THE DEWATERING TECHNICAL STANDARD. ANY NECESSARY PERMITS SHALL BE OBTAINED PRIOR TO DEWATERING OPERATIONS TAKE PLACE.
- SEDIMENT ENTERING STORM DRAIN INLETS:**
- STORM DRAIN INLET PROTECTION - TECHNICAL STANDARD 1060
 - ALL INLETS, PROPOSED AND EXISTING, ACCEPTING RUNOFF FROM DISTURBED AREAS OF THE SITE SHALL HAVE INLET PROTECTION INSTALLED PRIOR TO LAND DISTURBING ACTIVITY WITHIN THE AREA DISCHARGING TO THE INLET.
- SEDIMENT BEING CARRIED OFF-SITE BY WIND:**
- DUST CONTROL - TECHNICAL STANDARD 1068
 - WHEN REQUIRED, DUST CONTROL MEASURES SHALL BE EMPLOYED TO PREVENT DUST FROM BLOWING OFF-SITE.
 - CONCRETE WASHOUT
 - CONCRETE WASHOUT SHALL BE COLLECTED AND RETAINED, BOTH WATER AND CONCRETE, IN LEAK PROOF CONTAINERS. WASHOUT CAN BE RECYCLED OR REUSED. SEE <http://water.epa.gov/polwaste/npdes/swbmp/upload/concretewashout.pdf> FOR DETAILS.

INSPECTION AND MAINTENANCE

THE CONTRACTOR IS RESPONSIBLE FOR INSPECTION AND MAINTENANCE OF EROSION AND SEDIMENT CONTROLS UNTIL THE CONSTRUCTION SITE IS PERMANENTLY STABILIZED WITH A DENSE GRASS COVER. THE CONTRACTOR SHALL INSPECT EROSION AND SEDIMENT CONTROLS WEEKLY AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. THE CONTRACTOR SHALL INSPECT EROSION AND SEDIMENT CONTROLS FOR STRUCTURAL DAMAGE, SEDIMENT ACCUMULATION, OR ANY OTHER UNDESIRABLE CONDITION. THE CONTRACTOR SHALL REPAIR DAMAGED STRUCTURES PRIOR TO THE END OF EACH WORKING DAY. SEDIMENT SHALL BE REMOVED FROM THE STRUCTURE WHEN THE DEPTH OF SEDIMENT HAS ACCUMULATED TO ONE HALF THE HEIGHT OF THE DEVICE OR AS REQUIRED BY THE APPLICABLE WISCONSIN DEPARTMENT OF NATURAL RESOURCES TECHNICAL STANDARD (CURRENT EDITION).

THE CONTRACTOR SHALL SUMMARIZE WEEKLY INSPECTION AND MAINTENANCE ACTIVITIES ON A WEEKLY INSPECTION REPORT THAT IS AVAILABLE THROUGH THE WDNR.

THE WEEKLY INSPECTION REPORT SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

NAME OF INDIVIDUAL PERFORMING INSPECTION:

DATE, TIME, AND PLACE OF INSPECTION:

A DESCRIPTION OF THE CONSTRUCTION PHASE:

A DESCRIPTION OF EROSION AND SEDIMENT CONTROL INSTALLATIONS:

A DESCRIPTION OF EROSION AND SEDIMENT CONTROL MAINTENANCE ACTIVITIES:

AND AN ASSESSMENT OF EROSION AND SEDIMENT CONTROL CONDITIONS.

THE CONTRACTOR SHALL PROMPTLY FURNISH THE ORIGINAL WEEKLY INSPECTION REPORTS TO THE OWNER, OWNER'S REPRESENTATIVE, OR WISCONSIN DEPARTMENT OF NATURAL RESOURCES WHEN REQUESTED. THE CONTRACTOR SHALL KEEP A COPY OF THE APPROVED EROSION & SEDIMENT CONTROL PLAN, PERMITS, AND WEEKLY INSPECTION REPORTS ON-SITE AT ALL TIMES.

ALL WASTE FROM THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT BE ALLOWED TO ENTER THE STORM SEWER SYSTEM, DRAINAGE SYSTEM, OR OTHER ENVIRONMENTALLY SENSITIVE AREAS LOCATED WITHIN THE CONSTRUCTION SITE, INCLUDING ASWAUBENON CREEK.

DESIGNED BY
TAW

DATA FILE
P-10119.txt

DATE
11-04-19

Number	Date	Comments
1		
2		
3		
4		
5		

Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

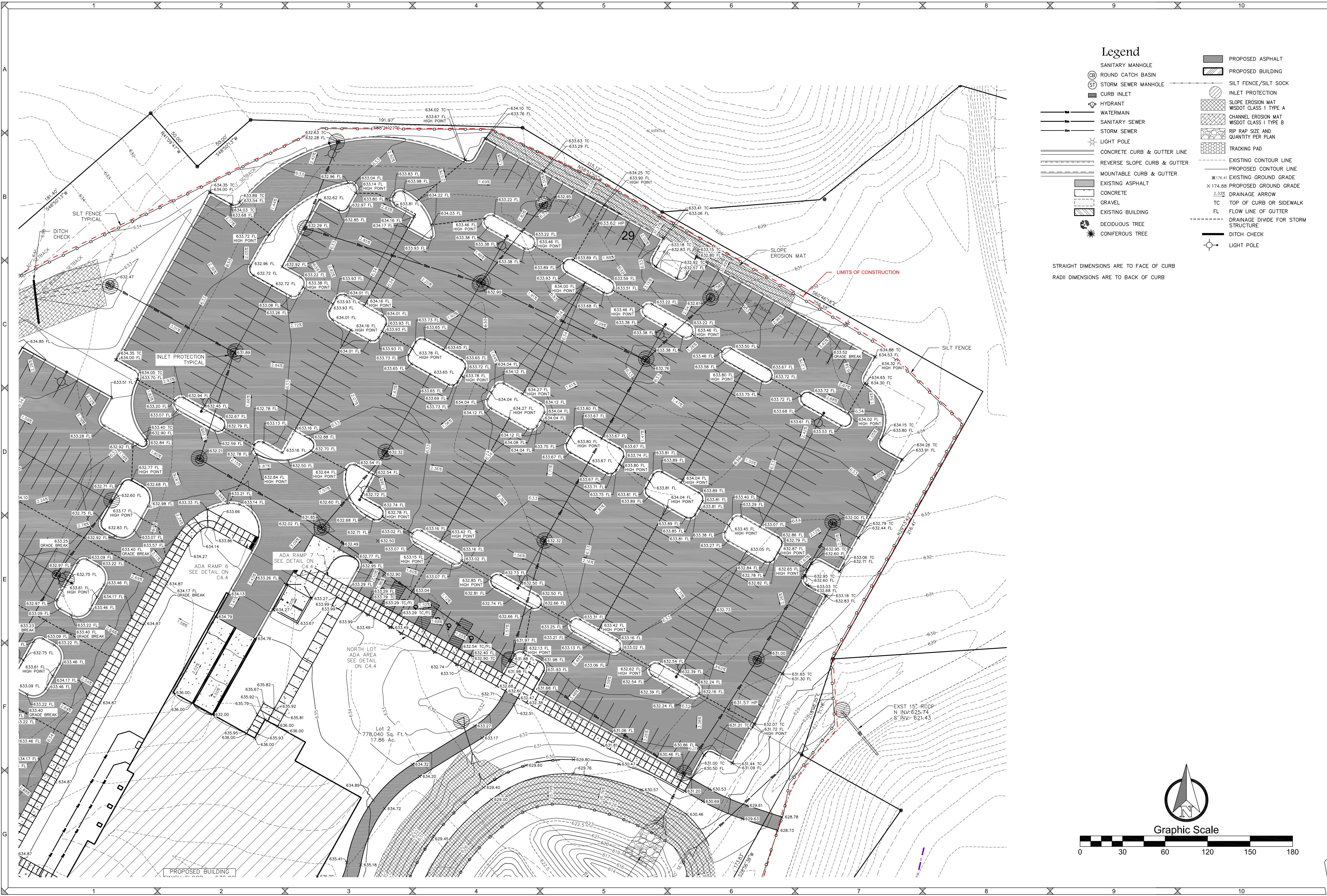
**OVERALL EROSION
CONTROL PLAN**
Commercial Horizons
Multi-Tenant Facility

PROJECT NO.
P-10119

SHEET NO.
C3.0

DRAWING NO.
S-3166

FILE: P-10119Erg 102919.dwg



Legend

- SANITARY MANHOLE
- ROUND CATCH BASIN
- STORM SEWER MANHOLE
- CURB INLET
- HYDRANT
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- LIGHT POLE
- CONCRETE CURB & GUTTER LINE
- REVERSE SLOPE CURB & GUTTER
- MOUNTABLE CURB & GUTTER
- EXISTING ASPHALT
- CONCRETE
- GRAVEL
- EXISTING BUILDING
- DECIDUOUS TREE
- CONIFEROUS TREE

- PROPOSED ASPHALT
- PROPOSED BUILDING
- SILT FENCE/SILT SOCK
- INLET PROTECTION
- SLOPE EROSION MAT WSDOT CLASS 1 TYPE A
- CHANNEL EROSION MAT WSDOT CLASS 1 TYPE B
- RIP RAP SIZE AND QUANTITY PER PLAN
- TRACKING PAD
- EXISTING CONTOUR LINE
- PROPOSED CONTOUR LINE
- EXISTING GROUND GRADE
- X 174.88 PROPOSED GROUND GRADE
- 2.33% DRAINAGE ARROW
- TC TOP OF CURB OR SIDEWALK
- FL FLOW LINE OF GUTTER
- DRAINAGE DIVIDE FOR STORM STRUCTURE
- DITCH CHECK
- LIGHT POLE

STRAIGHT DIMENSIONS ARE TO FACE OF CURB
RADI DIMENSIONS ARE TO BACK OF CURB

DESIGNED BY
TAW

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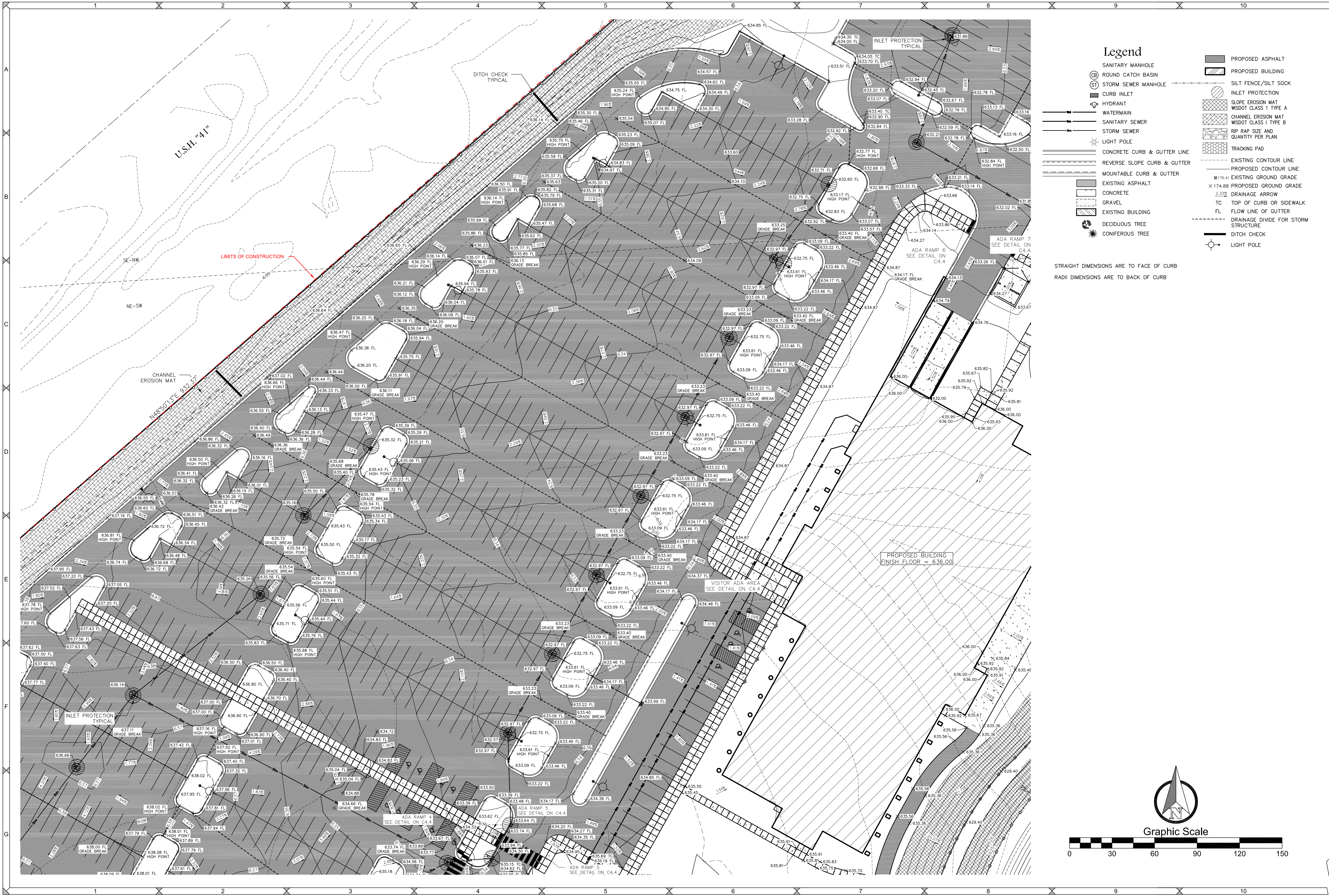
DATE
11-04-19

Number	Date	Comments

Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

**NORTH LOT
GRADING PLAN
COMMERCIAL HORIZONS
MULTI-TENANT FACILITY**

PROJECT NO.
P-10119
SHEET NO.
C4.0
DRAWING NO.
S-3166



Legend

SANITARY MANHOLE

ROUND CATCH BASIN

STORM SEWER MANHOLE

CURB INLET

HYDRANT

WATERMAIN

SANITARY SEWER

STORM SEWER

LIGHT POLE

CONCRETE CURB & GUTTER LINE

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MOUNTABLE CURB & GUTTER

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CONCRETE

GRAVEL

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DECIDUOUS TREE

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PROPOSED ASPHALT

PROPOSED BUILDING

SILT FENCE/SILT SOCK

INLET PROTECTION

SLOPE EROSION MAT WSDOT CLASS 1 TYPE A

CHANNEL EROSION MAT WSDOT CLASS 1 TYPE B

RIP RAP SIZE AND QUANTITY PER PLAN

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EXISTING CONTOUR LINE

PROPOSED CONTOUR LINE

EXISTING GROUND GRADE

PROPOSED GROUND GRADE

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TOP OF CURB OR SIDEWALK

FLOW LINE OF GUTTER

DRAINAGE DIVIDE FOR STORM STRUCTURE

DITCH CHECK

LIGHT POLE

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DESIGNED BY
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Number	Date	Comments

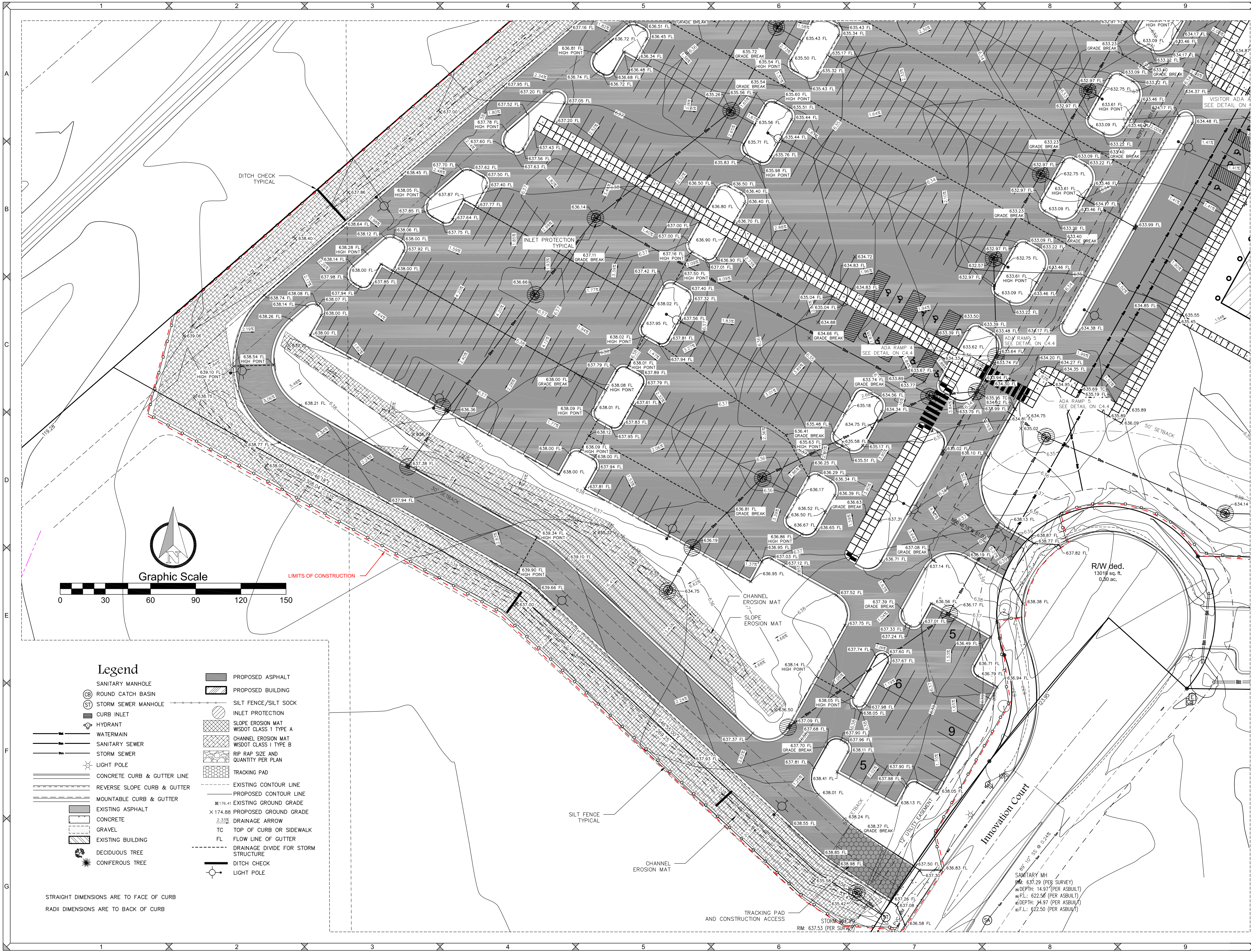
Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

**WEST LOT (N)
GRADING PLAN
COMMERCIAL HORIZONS
MULTI-TENANT FACILITY**

PROJECT NO.
P-10119

SHEET NO.
C4.1

DRAWING NO.
S-3166



DESIGNED BY
TAW

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Number	Date	Comments
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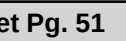
Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

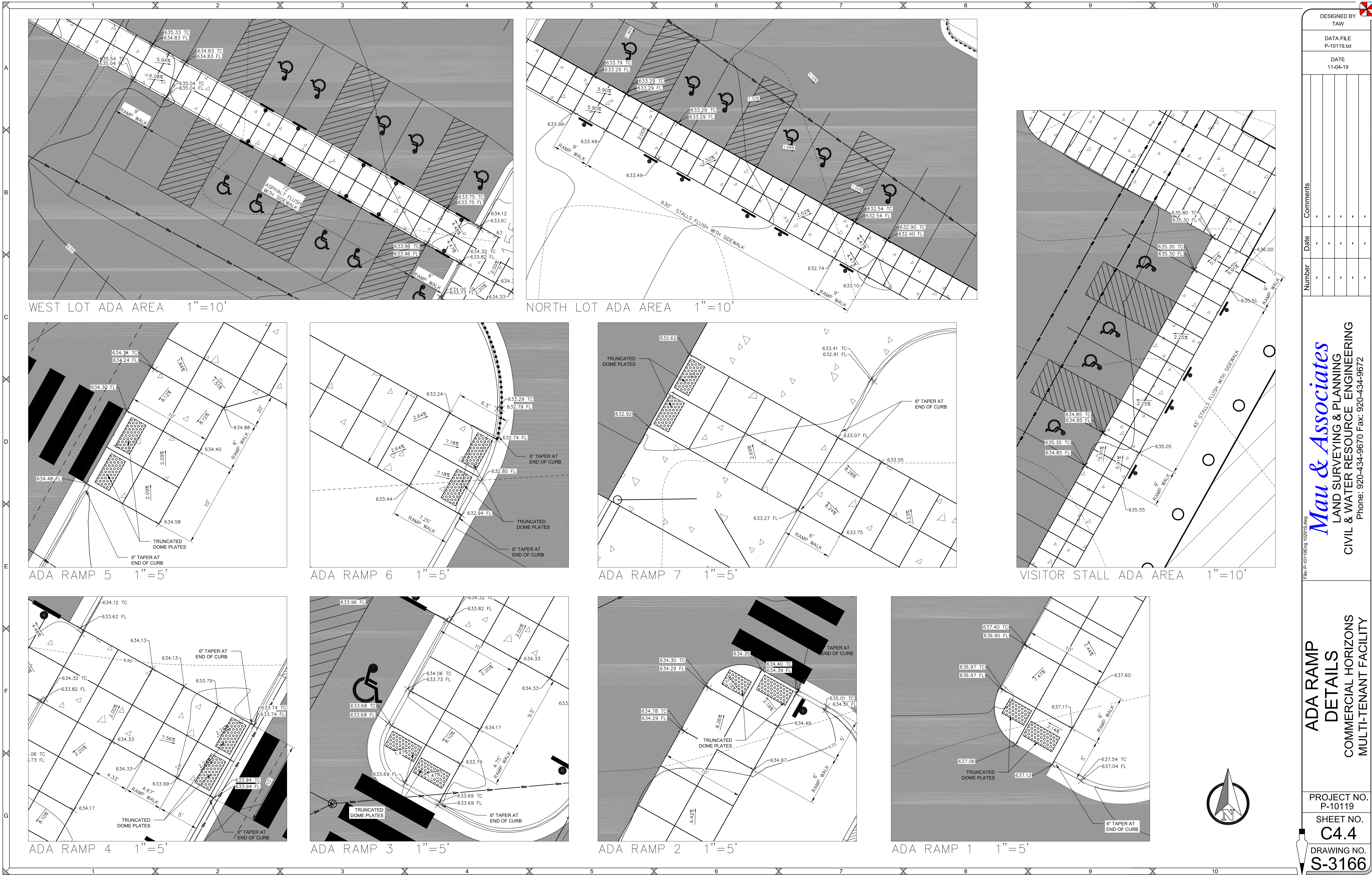
**WEST LOT (S)
GRADING PLAN
COMMERCIAL HORIZONS
MULTI-TENANT FACILITY**

PROJECT NO.
P-10119

SHEET NO.
C4.2

DRAWING NO.
S-3166







Legend

○ SANITARY MANHOLE

⊙ ROUND CATCH BASIN

⊙ STORM SEWER MANHOLE

⊙ CURB INLET

⊙ HYDRANT

— WATERMAIN

— SANITARY SEWER

— STORM SEWER

★ LIGHT POLE

— CONCRETE CURB & GUTTER LINE

— REVERSE SLOPE CURB & GUTTER

— MOUNTABLE CURB & GUTTER

— EXISTING ASPHALT

— CONCRETE

— GRAVEL

— EXISTING BUILDING

⊙ DECIDUOUS TREE

⊙ CONIFEROUS TREE

▨ PROPOSED ASPHALT

▨ PROPOSED BUILDING

— SILT FENCE/SILT SOCK

⊙ INLET PROTECTION

▨ SLOPE EROSION MAT WSDOT CLASS 1 TYPE A

▨ CHANNEL EROSION MAT WSDOT CLASS 1 TYPE B

▨ RIP RAP SIZE AND QUANTITY PER PLAN

▨ TRACKING PAD

— EXISTING CONTOUR LINE

— PROPOSED CONTOUR LINE

× 174.88 EXISTING GROUND GRADE

× 2.332 PROPOSED GROUND GRADE

→ DRAINAGE ARROW

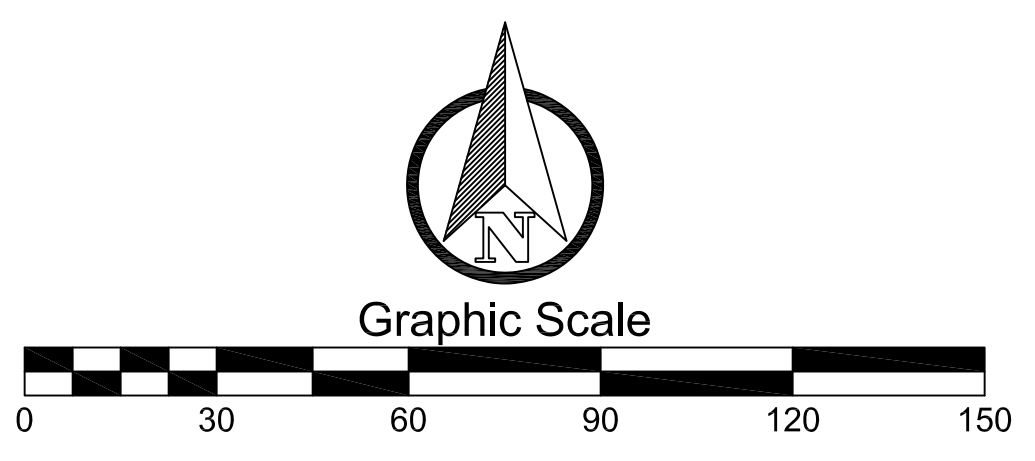
TC TOP OF CURB OR SIDEWALK

FL FLOW LINE OF GUTTER

--- DRAINAGE DIVIDE FOR STORM STRUCTURE

— DITCH CHECK

○ LIGHT POLE



DESIGNED BY
TAW

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Number	Date	Comments

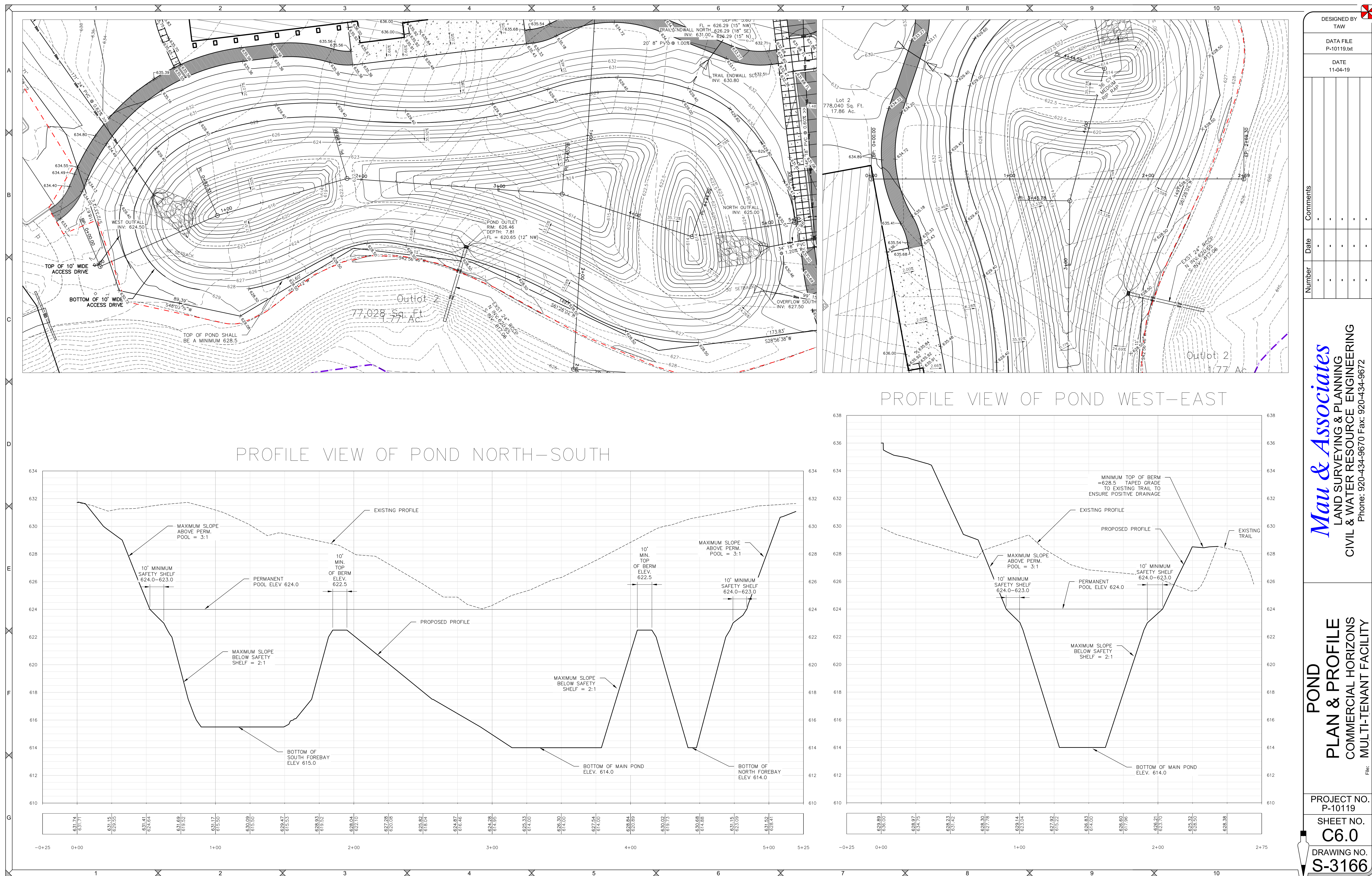
Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

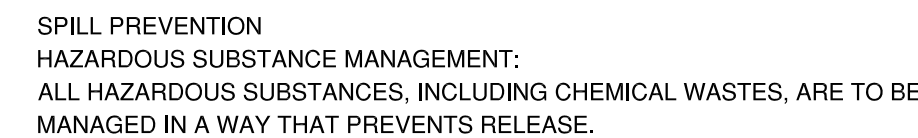
**NORTH LOT
UTILITY PLAN
COMMERCIAL HORIZONS
MULTI-TENANT FACILITY**

PROJECT NO.
P-10119

SHEET NO.
C5.0

DRAWING NO.
S-3166

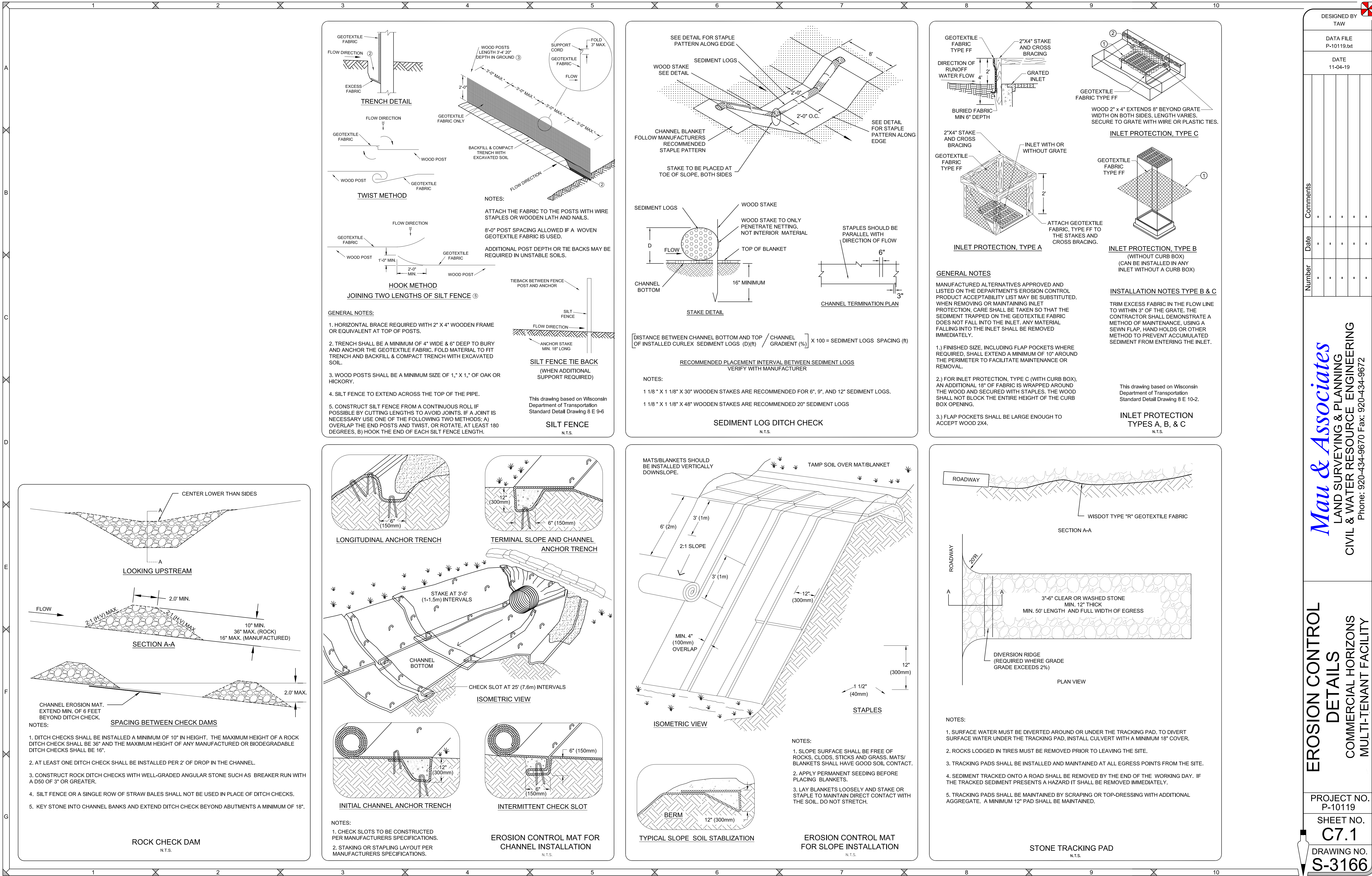


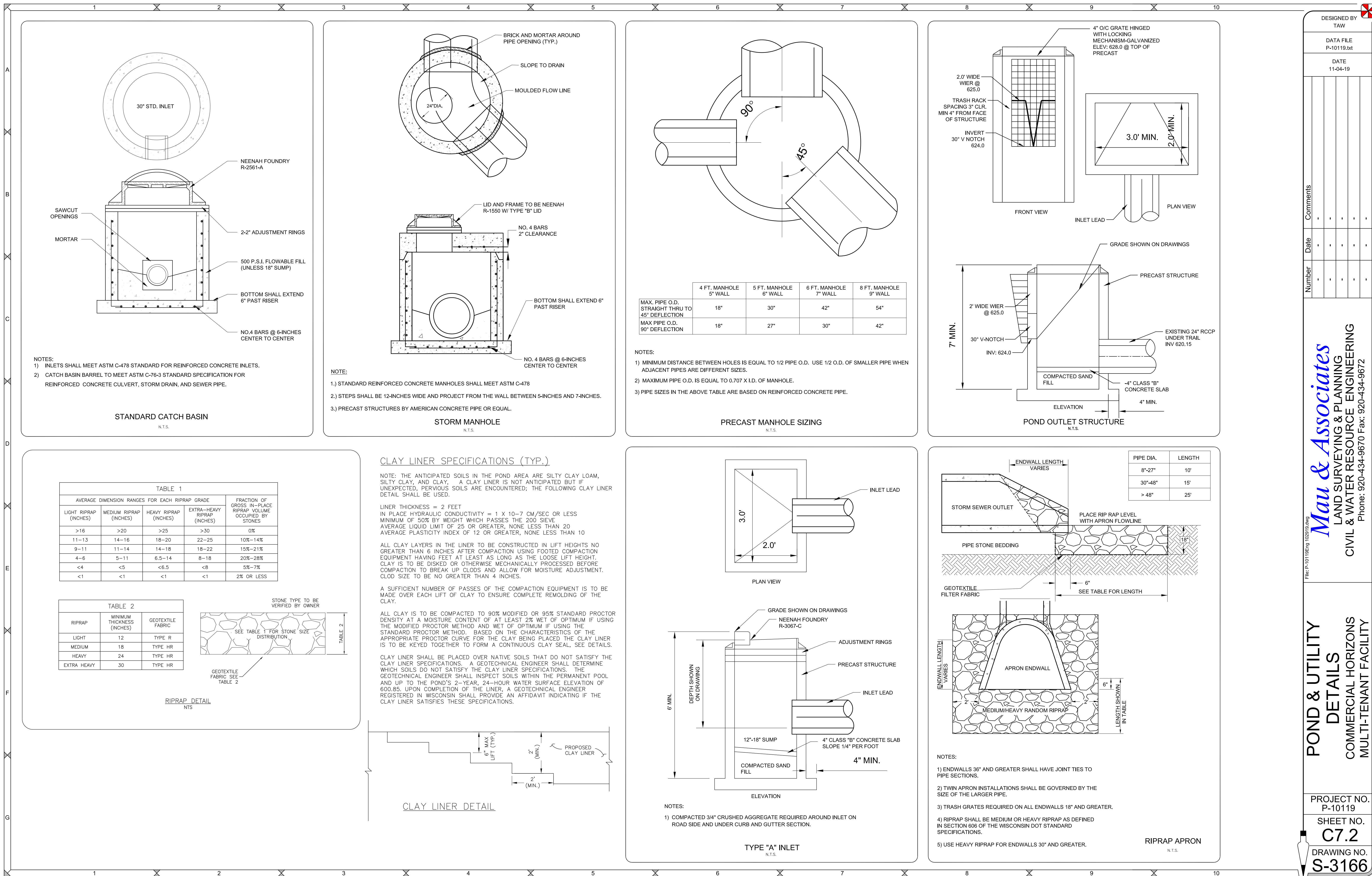


PROJECT NO.
P-10119

SHEET NO.
C7.0

DRAWING NO.
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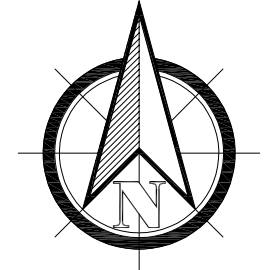
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CHI Office Building
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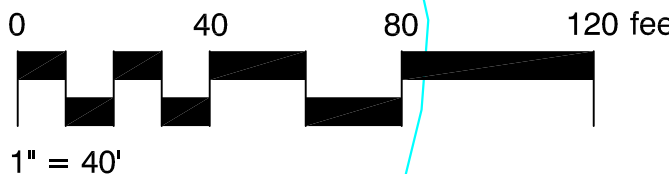
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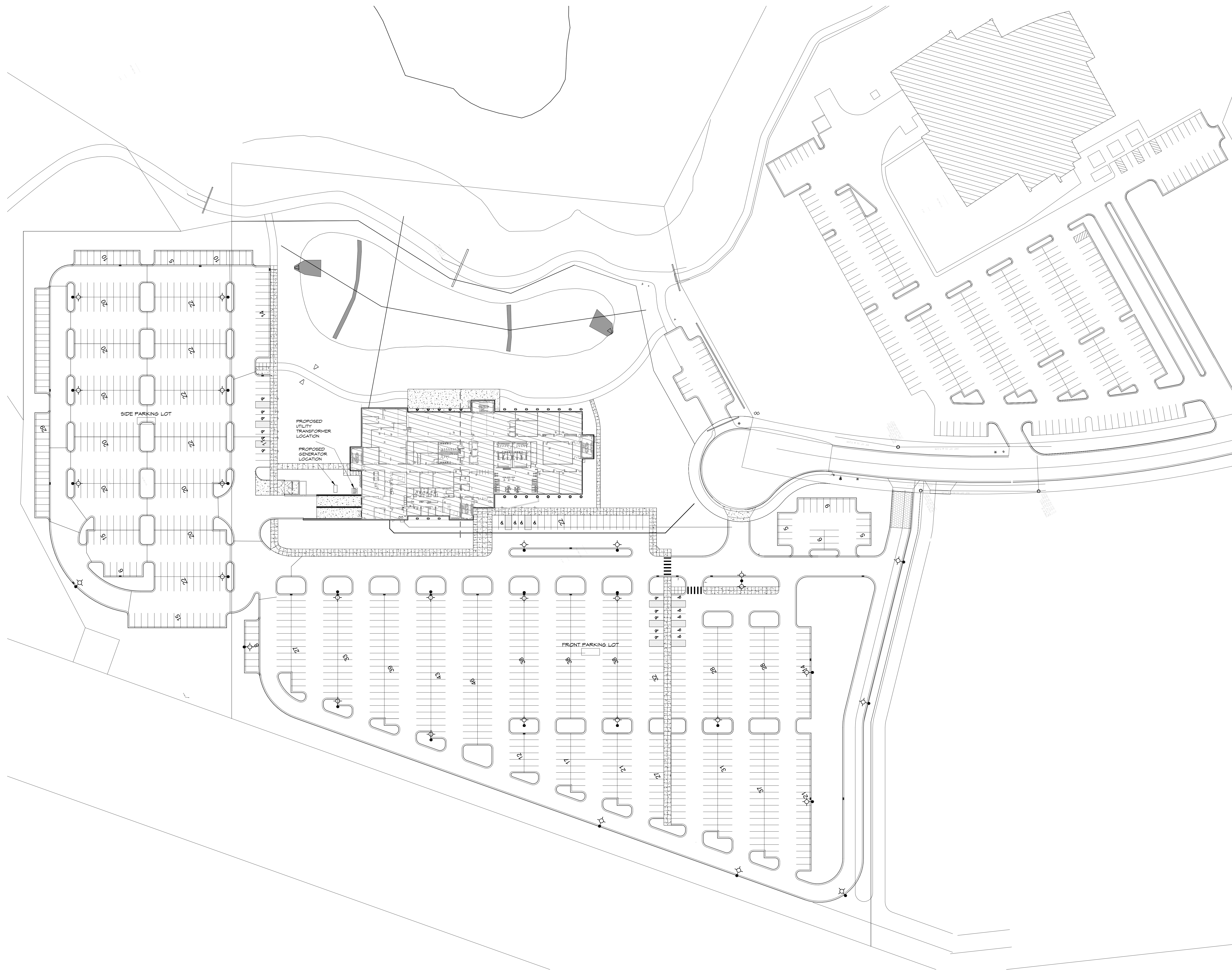
SHEET TITLE
Landscape Plan

SHEET NO. L-1
JOB # FILE NO.

PLANT SCHEDULE

TREES	COMMON NAME	QTY
AC-SPF	Full Pinnate Sugar Maple	6
AC-PSM	Pinnate Sugar Maple	24
AC-FRE	Armstrong Freeman Maple	4
AC-AUT	Autumn Fantasy Maple	34
AM-GRAB	Autumn Brilliance Serviceberry	12
CR-CGN	Thornless Cockspur Hawthorn	16
MA-RED	Red Jewel Crabapple	4
MA-RED	Reynolds Crabapple	22
PL-LON	Evolution London Plane Tree	2
TY-CAB	Autumn Blaze Pear	1
QU-BIC	Swamp White Oak	5
QU-ROX	Heritage Oak	6
SV-SCS	Sweet & Sensibly Sweet Like Tree	7
UL-NEW	New Haven Elm	27
EVERGREEN TREES	COMMON NAME	QTY
PC-AR	Norway Spruce	4
PC-BLK	Black Hills Spruce	1
PC-SER	Servus Spruce	6
SHRUBS	COMMON NAME	QTY
BU-SKY	Green Velvet Broom	15
BU-CMP	Compact Broom Bush	6
HY-BOB	Bobs Hydrangea	206
HY-BTR	Strawberry Sundae Hydrangea	10
RH-PNE	Pine Line Broom	20
RO-CMP	Compact Rose	84
RO-ROPT	Rose of Sharon	7
SP-BOR	Starburst Spirea	102
SP-MSC	Major Carpet Spirea	100
SV-MSC	Major Carpet Spirea	10
WE-SHNG	Shining Star Spirea	20
WE-SHNG	Shining Star Spirea - Red	6
EVERGREEN SHRUBS	COMMON NAME	QTY
UN-JUN	Juniper	50
PC-BLS	Blue Spruce	4
GRASSES	COMMON NAME	QTY
GR-ROX	Red Fescue Grass	50
GR-ROX	Red Fescue Grass	200
SP-TRX	Turfgrass	200
PERENNIALS	COMMON NAME	QTY
ABT-FOR	Forget-me-not	77
DA-FOR	Forget-me-not	45
HEM-ORO	Shells de Oro Daylily	176
NEP-WAL	Walker's Low Geranium	105
RUP-LSP	Little Goldstar Black Eyed Susan	345
SAL-MAY	May Night Salvia	105
SEP-JOY	Autumn Joy Sedum	220





ELECTRICAL SITE PLAN

SCALE: 1" = 50'-0"

ELECTRICAL SITE PLAN

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DRAWING NO.	
ES1.0	
PROJECT NO.	REV.
19065	

TITLE	
DRAWN Author	CHK'D Checker
DATE MM/DD/YY	
SCALE 1/16" = 1'-0"	
DRAWING NO. A1.1	
PROJECT NO. 19065	REV.

TITLE	
DRAWN Author	CHK'D Checker
DATE MM/DD/YY	
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DRAWING NO. A1.1	
PROJECT NO. 19065	REV.

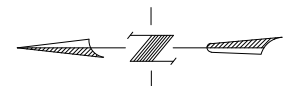
Packet Pg. 62



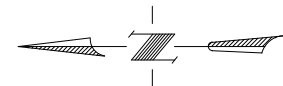
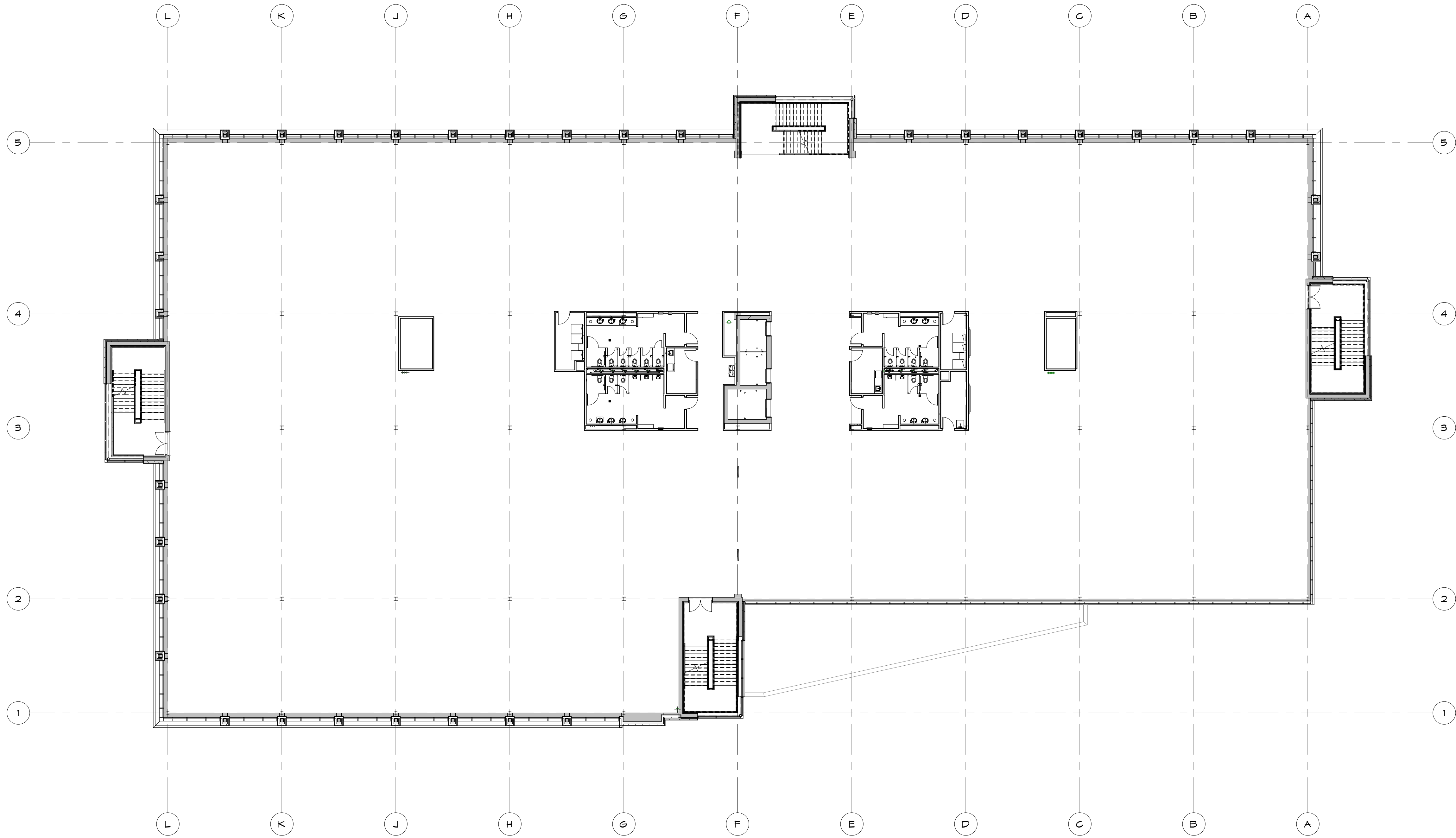
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Z



**FIRST FLOOR
PLAN - AREA 'B'**
SCALE: 1/8" = 1'-0"



**COMPOSITE SECOND
FLOOR PLAN**
SCALE: 1/16" = 1'-0"

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DATE	11/04/2019
DRAWN	Author
CHECKED	Checker
DATE	MM/DD/YY
SCALE	1/16" = 1'-0"
DRAWING NO.	A1.2
PROJECT NO.	19065
REV.	

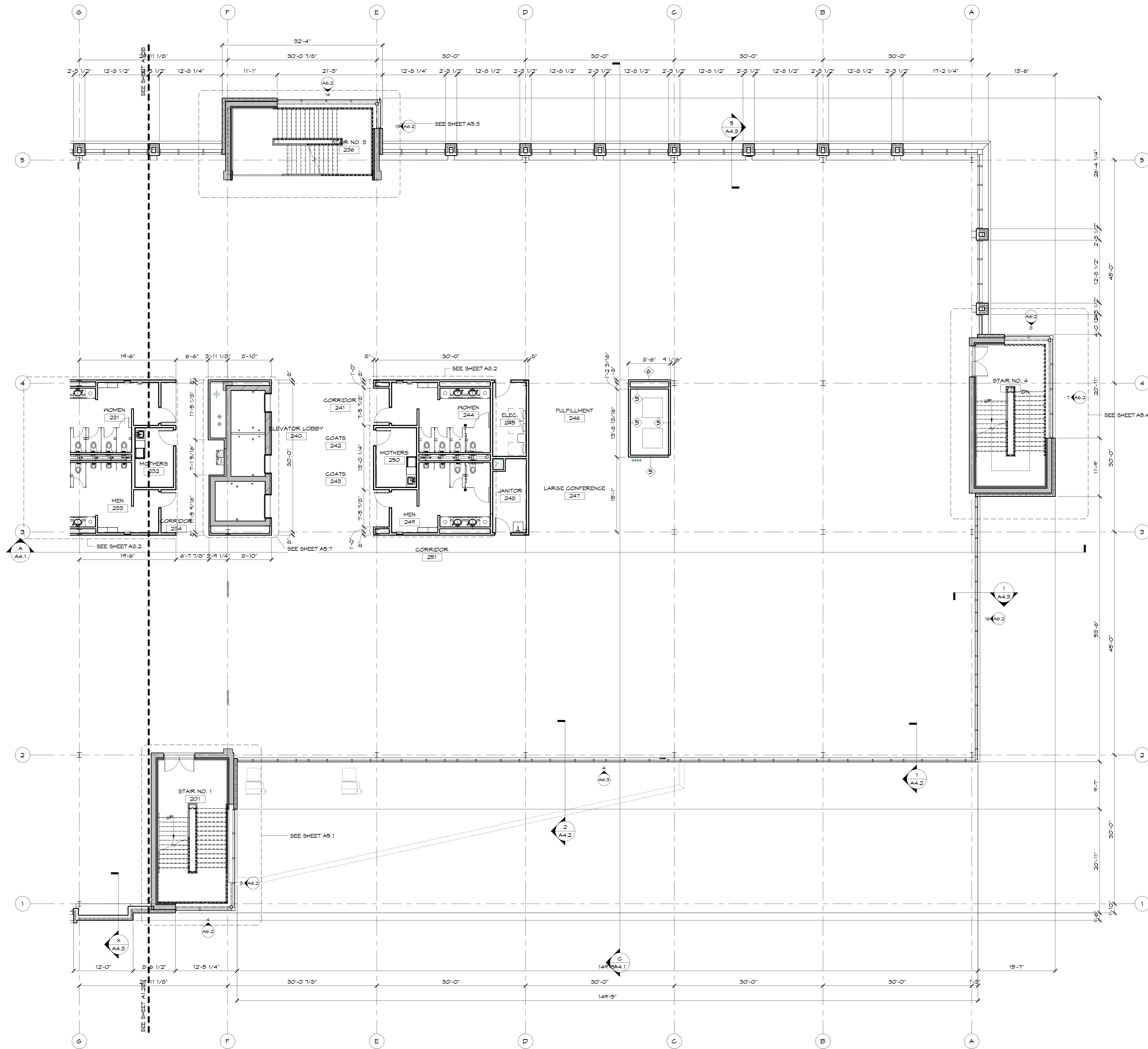
COMPOSITE SECOND FLOOR PLAN

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NO.	DESCRIPTION	DATE



**SECOND FLOOR
PLAN - AREA 'A'**
SCALE: 1/8" = 1'-0"

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SECOND FLOOR PLAN - AREA 'A'

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NO.	DESCRIPTION	DATE

DRAWN	CHK'D
Author	Checker
DATE	MM/DD/YY
SCALE	1/8" = 1'-0"
DRAWING NO.	A1.2A
PROJECT NO.	19065
REV.	

DATE	
DESCRIPTION	
NO.	

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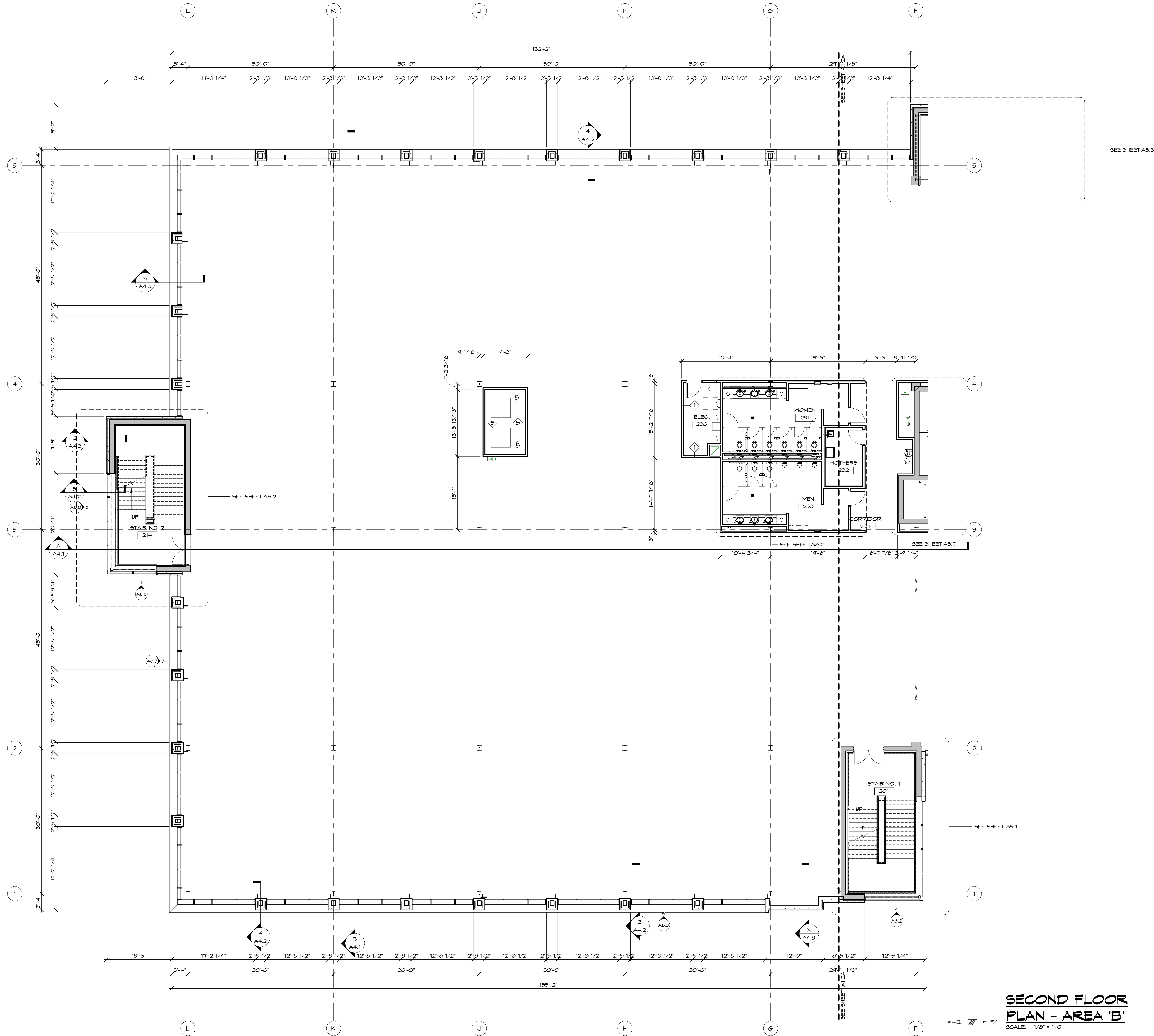


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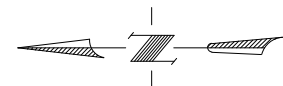
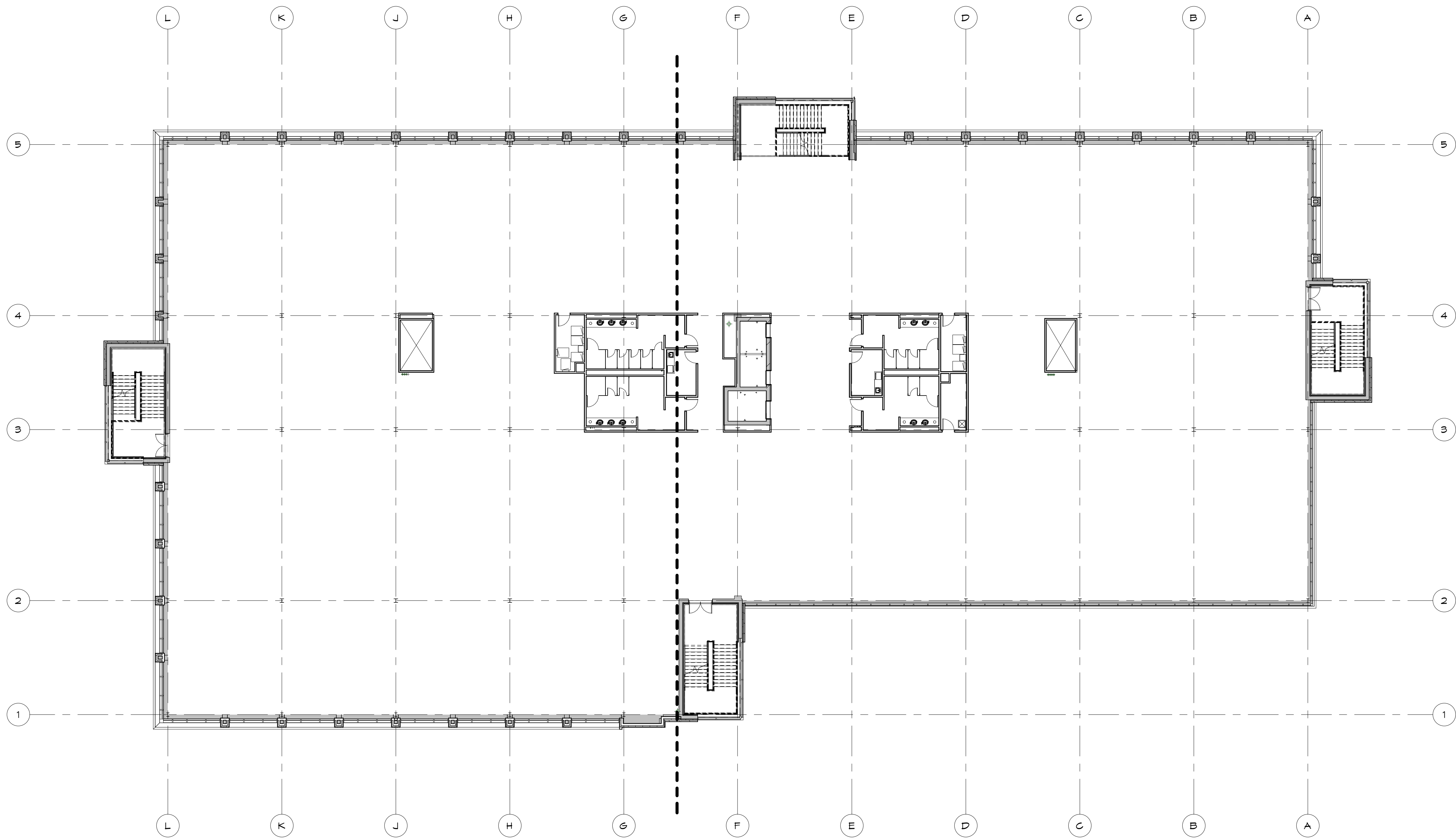
SECOND FLOOR PLAN - AREA 'B'

DRAWN	CHK'D
Author	Checker
DATE	MM/DD/YY
SCALE	1/8" = 1'-0"
DRAWING NO.	A1.2B
PROJECT NO.	19065
REV.	

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**SECOND FLOOR
PLAN - AREA 'B'**
SCALE: 1/8" = 1'-0"



**COMPOSITE THIRD
FLOOR PLAN**
SCALE: 1/16" = 1'-0"

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DATE	11/04/2019
DRAWN	Author
CHECKED	Checker
DATE	MM/DD/YY
SCALE	1/16" = 1'-0"
DRAWING NO.	A1.3
PROJECT NO.	19065
REV.	

COMPOSITE THIRD FLOOR PLAN



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THIRD FLOOR PLAN - AREA 'A'

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DATE	
DESCRIPTION	
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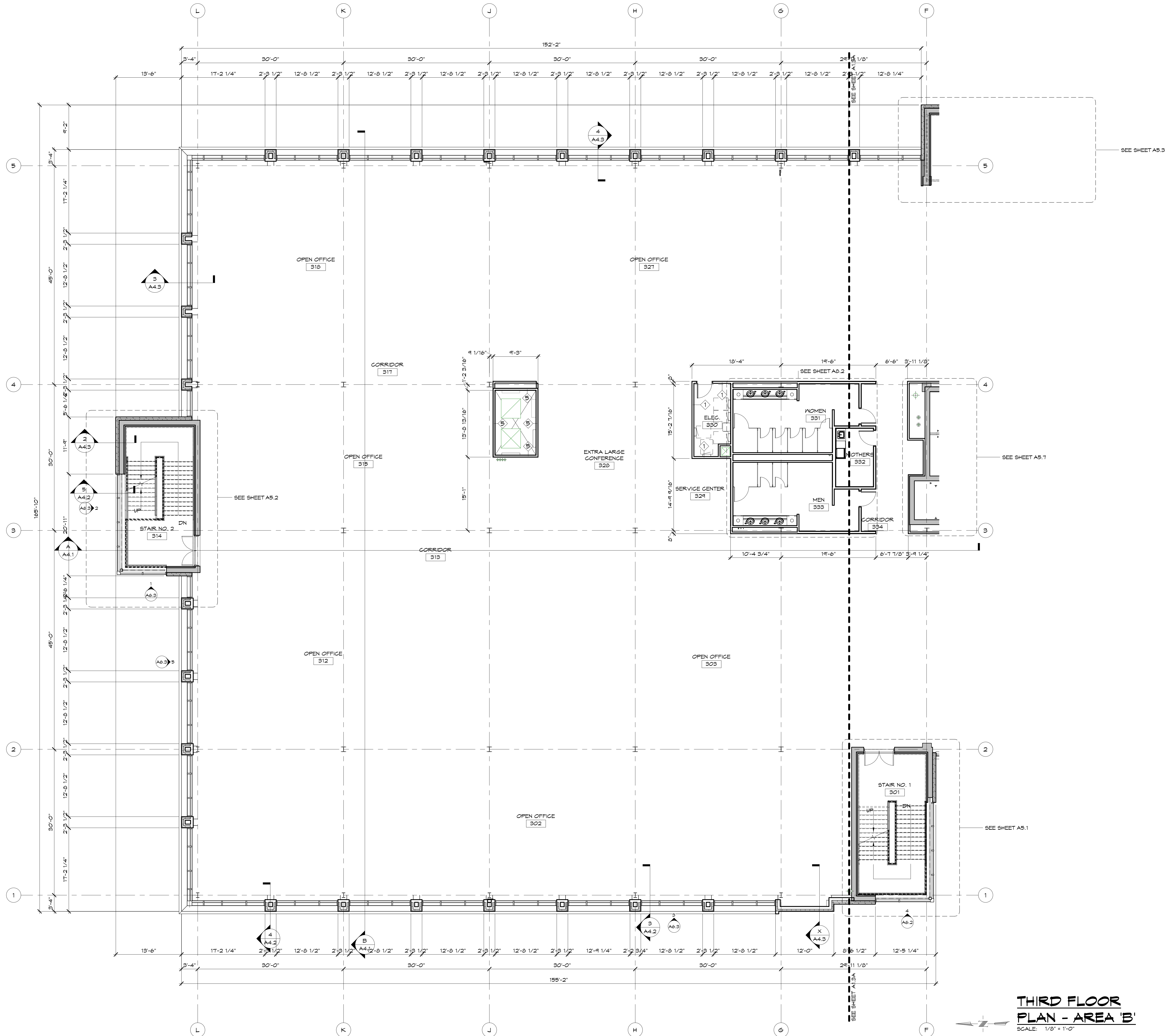


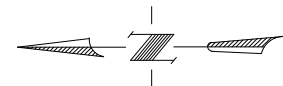
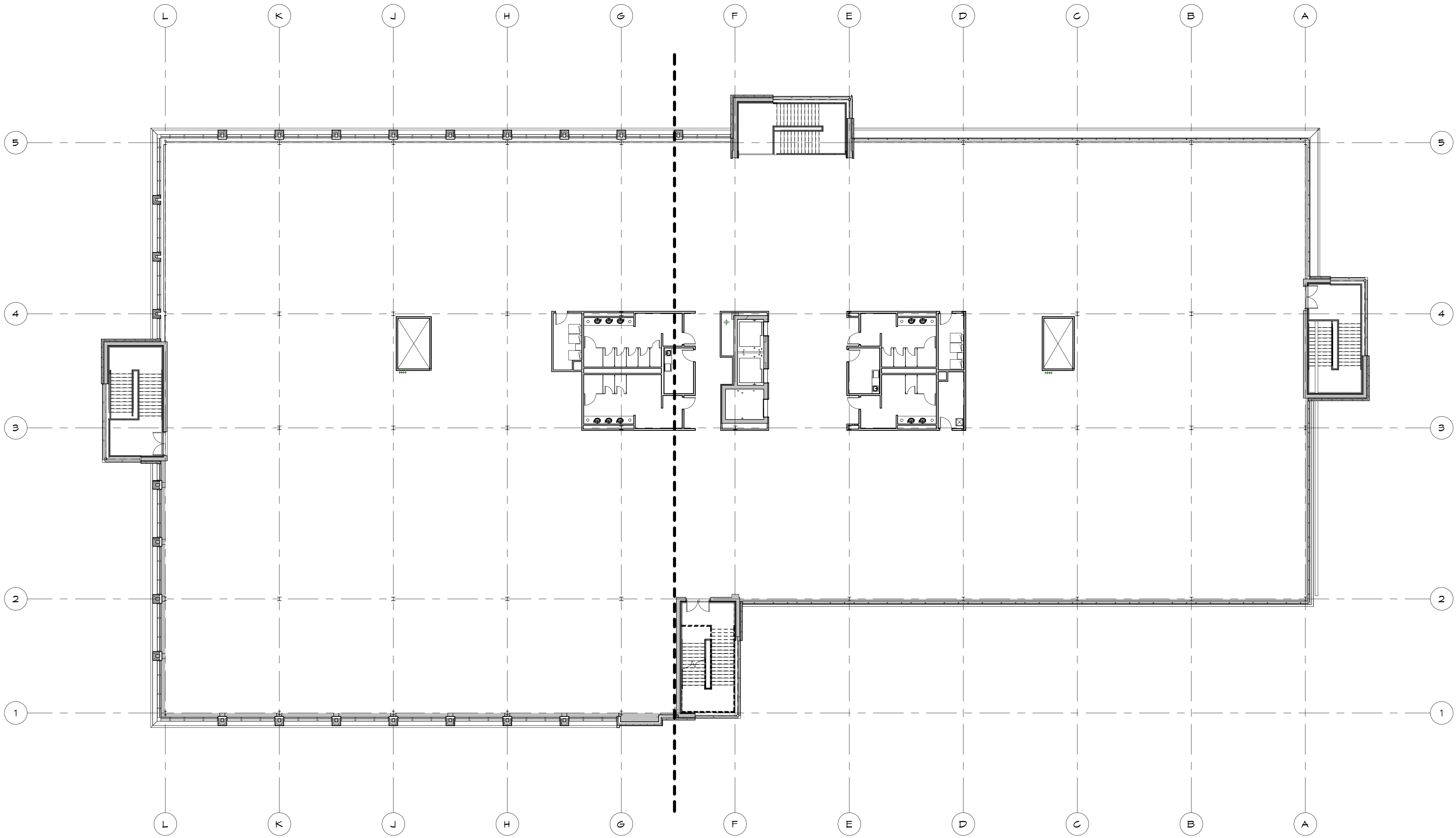
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THIRD FLOOR PLAN - AREA 'B'

DRAWN	Author	CHK'D	Checker
DATE	MM/DD/YY		
SCALE	1/8" = 1'-0"		
DRAWING NO.	A1.3B		
PROJECT NO.	19065	REV.	

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**COMPOSITE FOURTH
FLOOR PLAN**
SCALE: 1/16" = 1'-0"

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DATE	11/04/2019
DRAWN	Author
CHECKED	Checker
DATE	MM/DD/YY
SCALE	1/16" = 1'-0"
DRAWING NO.	A1.4
PROJECT NO.	19065
REV.	

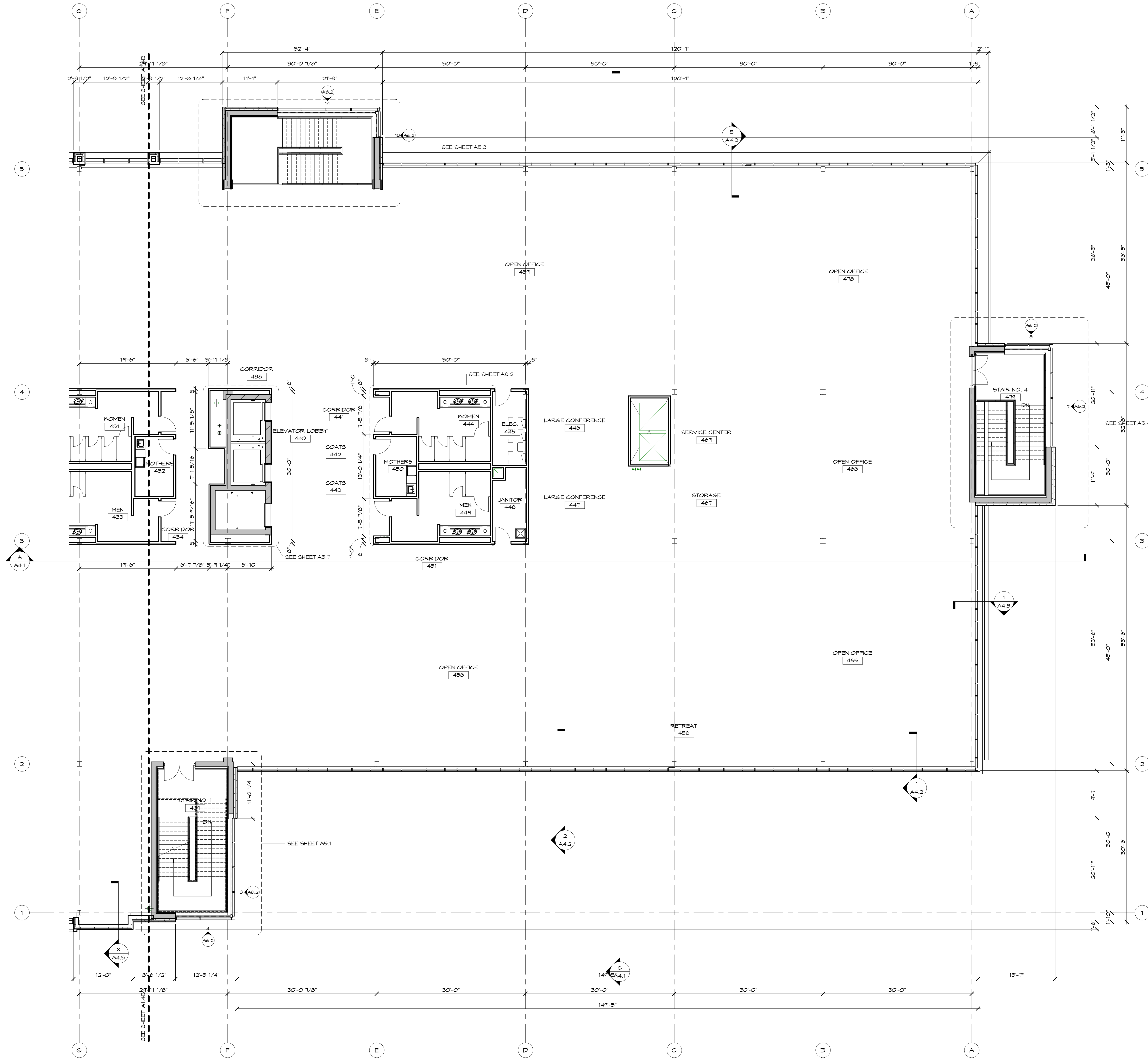
COMPOSITE FOURTH FLOOR PLAN

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**FOURTH FLOOR
PLAN - AREA 'A'**
SCALE: 1/8" = 1'-0"

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FOURTH FLOOR PLAN - AREA 'A'

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NO.	DESCRIPTION	DATE

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Author	Checker
DATE	MM/DD/YY
SCALE	1/8" = 1'-0"
DRAWING NO.	A1.4A
PROJECT NO.	19065
REV.	

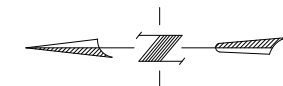
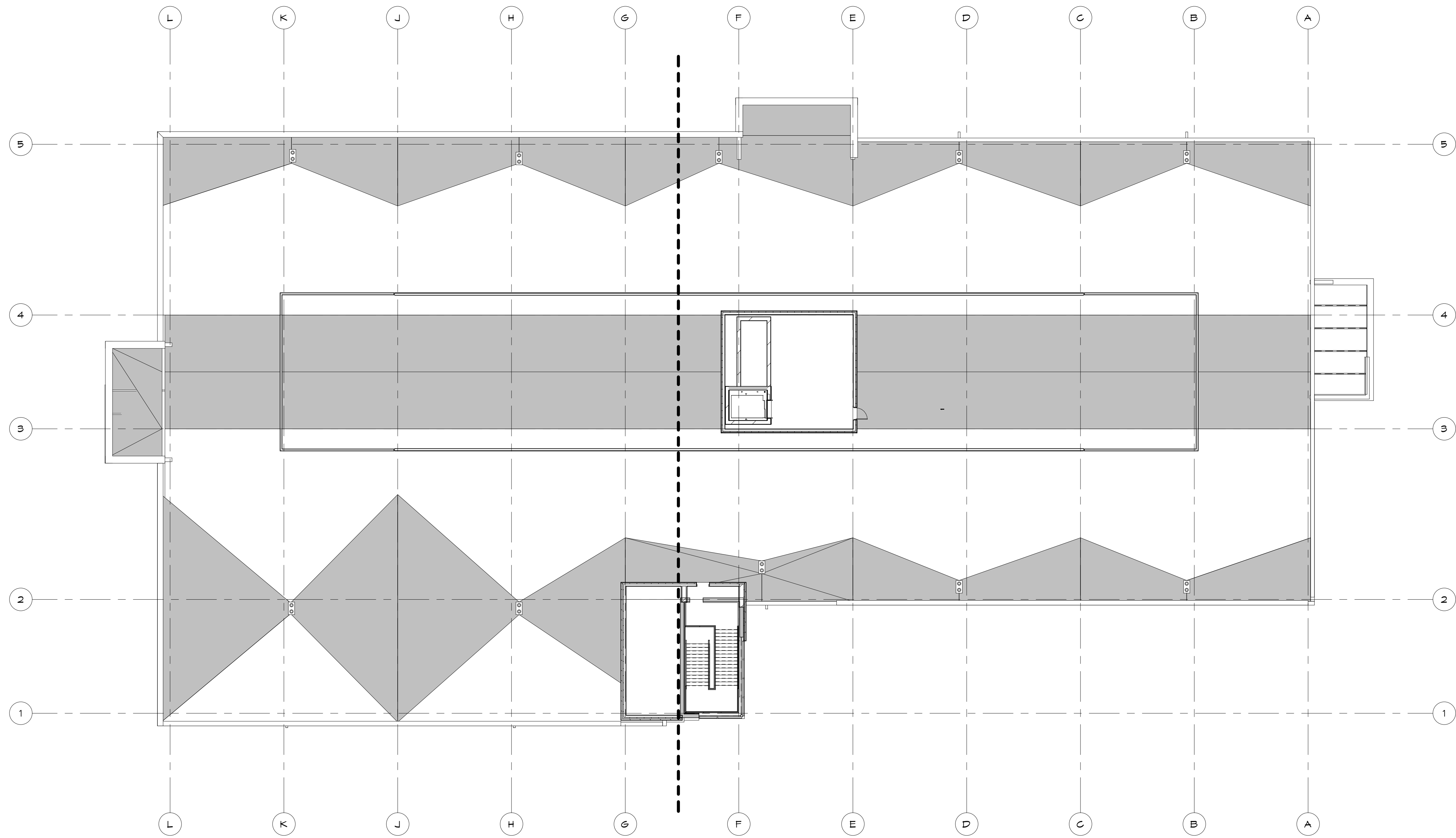
EQ|BTH|E|CORP|AN - AREA |M



— SEE SHEET A5.7

SHEET A5.1

5.c



**COMPOSITE PENTHOUSE
FLOOR PLAN**
SCALE: 1/16" = 1'-0"

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DRAWN	Author
CHECKED	Checker
DATE	MM/DD/YY
SCALE	1/16" = 1'-0"
DRAWING NO.	A1.5
PROJECT NO.	19065
REV.	

COMPOSITE PENTHOUSE FLOOR PLAN

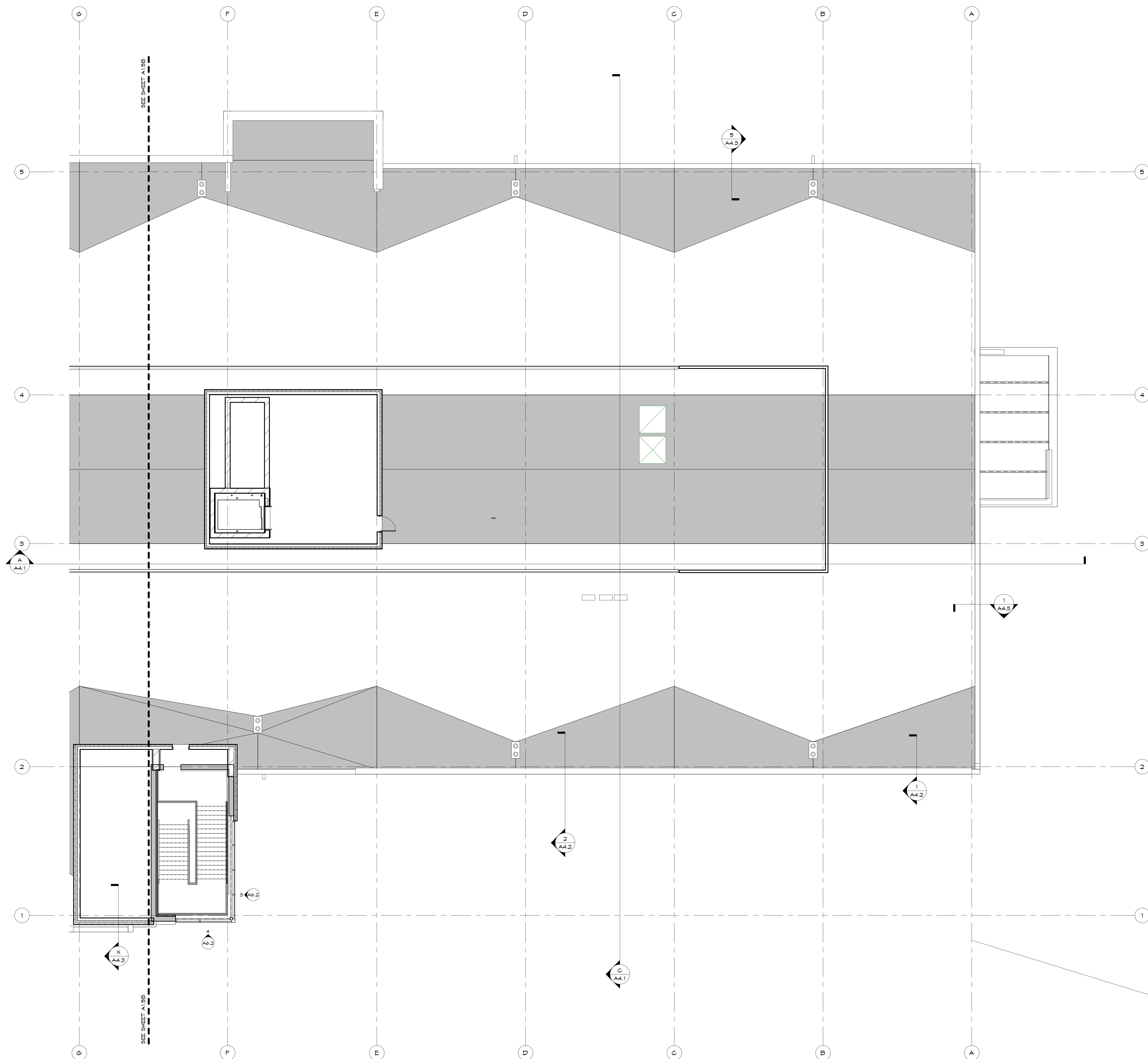
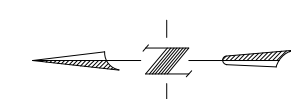


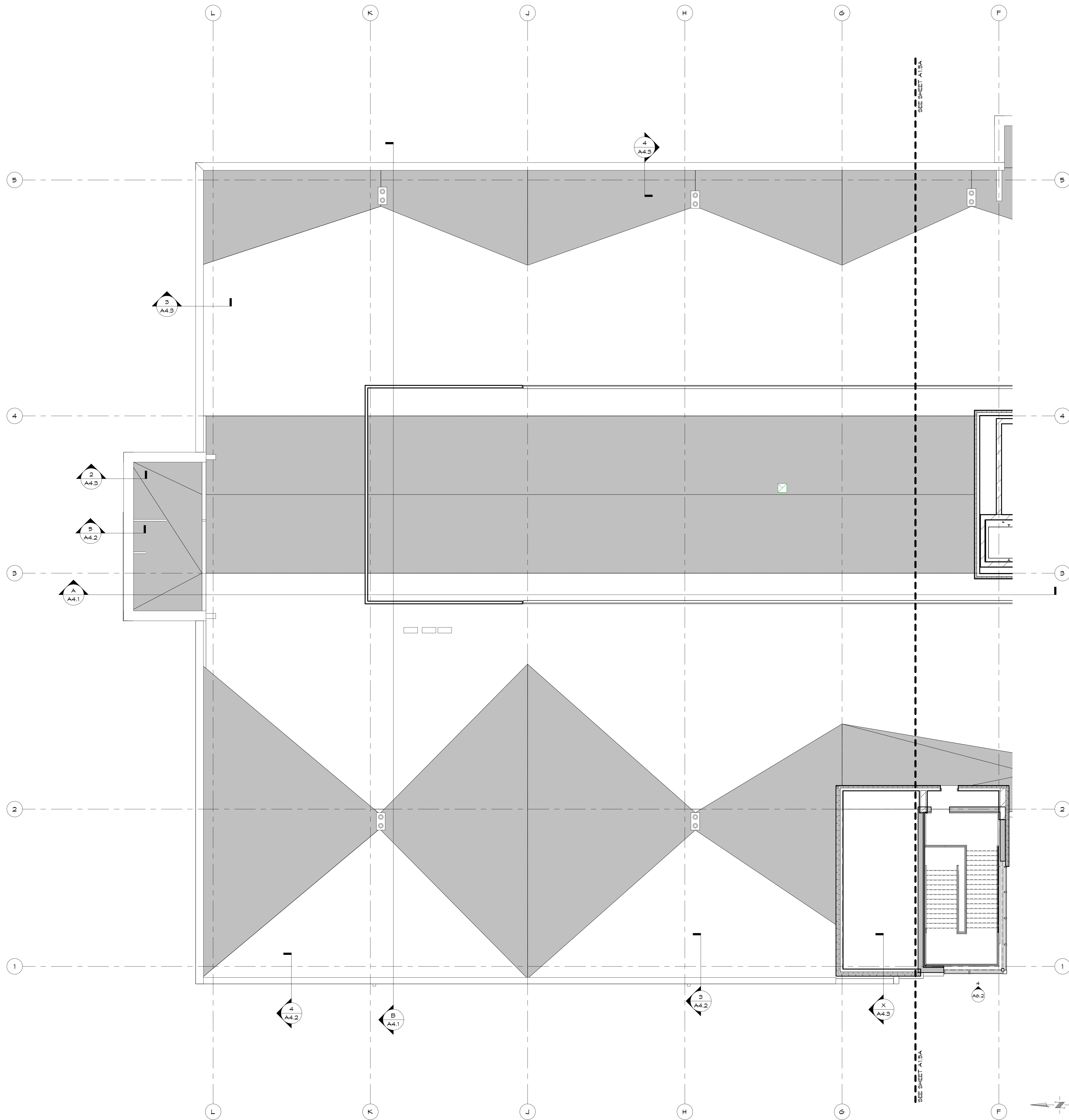
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NO.	DESCRIPTION	DATE

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PENTHOUSE FLOOR
PLAN - AREA 'A'
SCALE: 1/8" = 1'-0"





PENTHOUSE FLOOR
PLAN - AREA 'B'
SCALE: 1/8" = 1'-0"

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PENTHOUSE FLOOR PLAN - AREA 'B'

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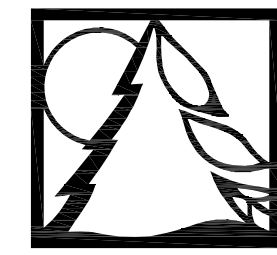
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SCALE			
$3/32" = 1'-0"$			
DRAWING NO.			
PROJECT NO.		REV.	
19065			

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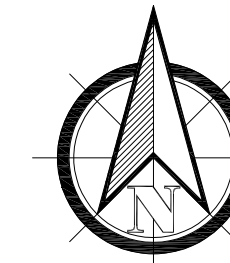
AWARD WINNING DESIGN
AND INSTALLATION

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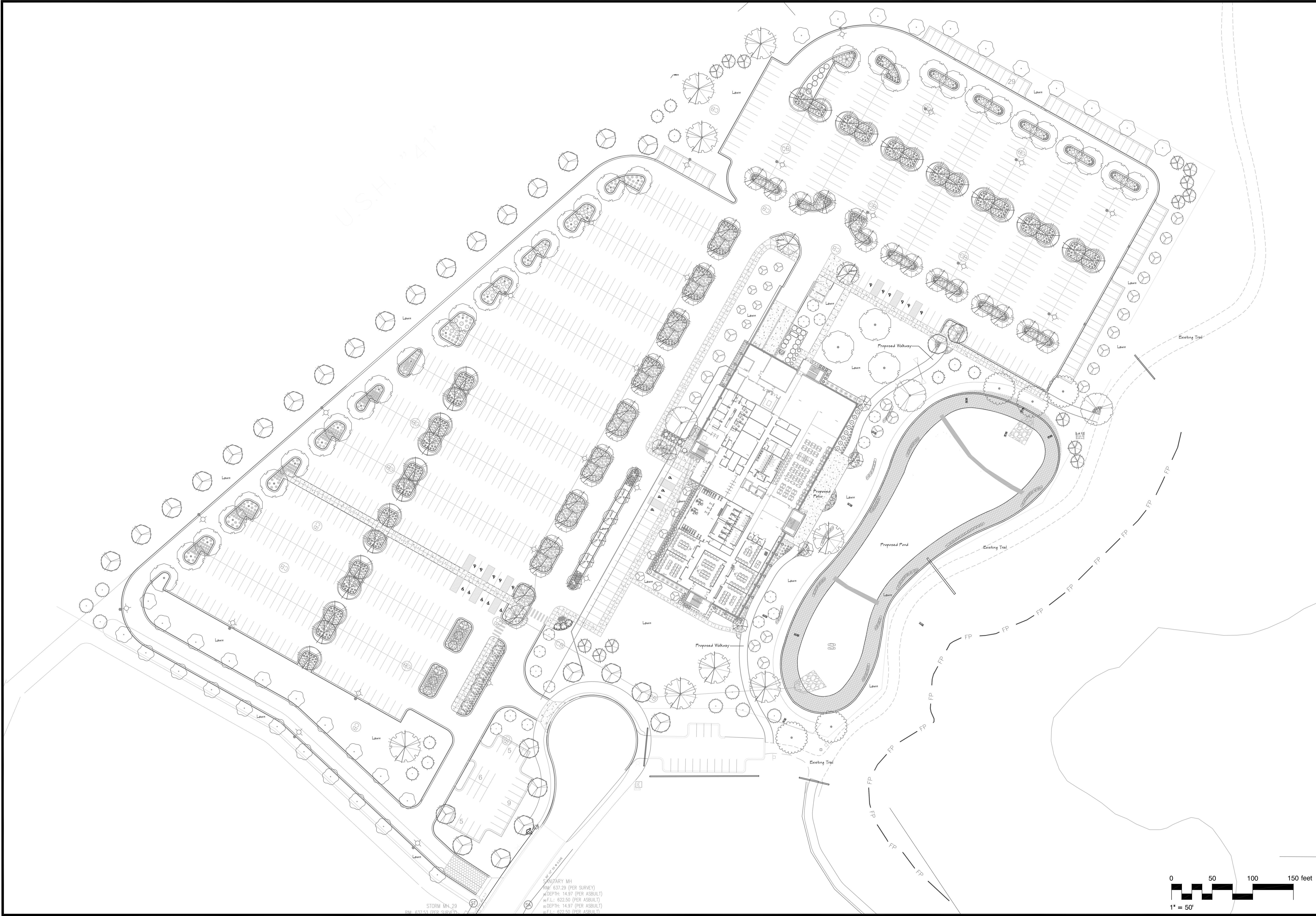
CHI Office Building
De Pere, WI



DATE: 10/2019
REVISED: 11/2019
PHONE NO.:
EMAIL:
SCALE: 1" = 50'- 0"
DRAWN BY: DCV
SHEET TITLE

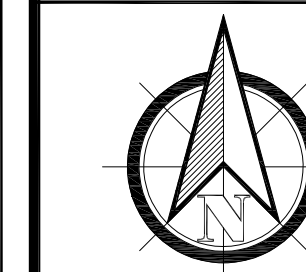
Overall Landscape Plan

SHEET NO. L-1
JOB # FILE NO.



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CHI Office Building
De Pere, WI



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FAX 920-733-3262
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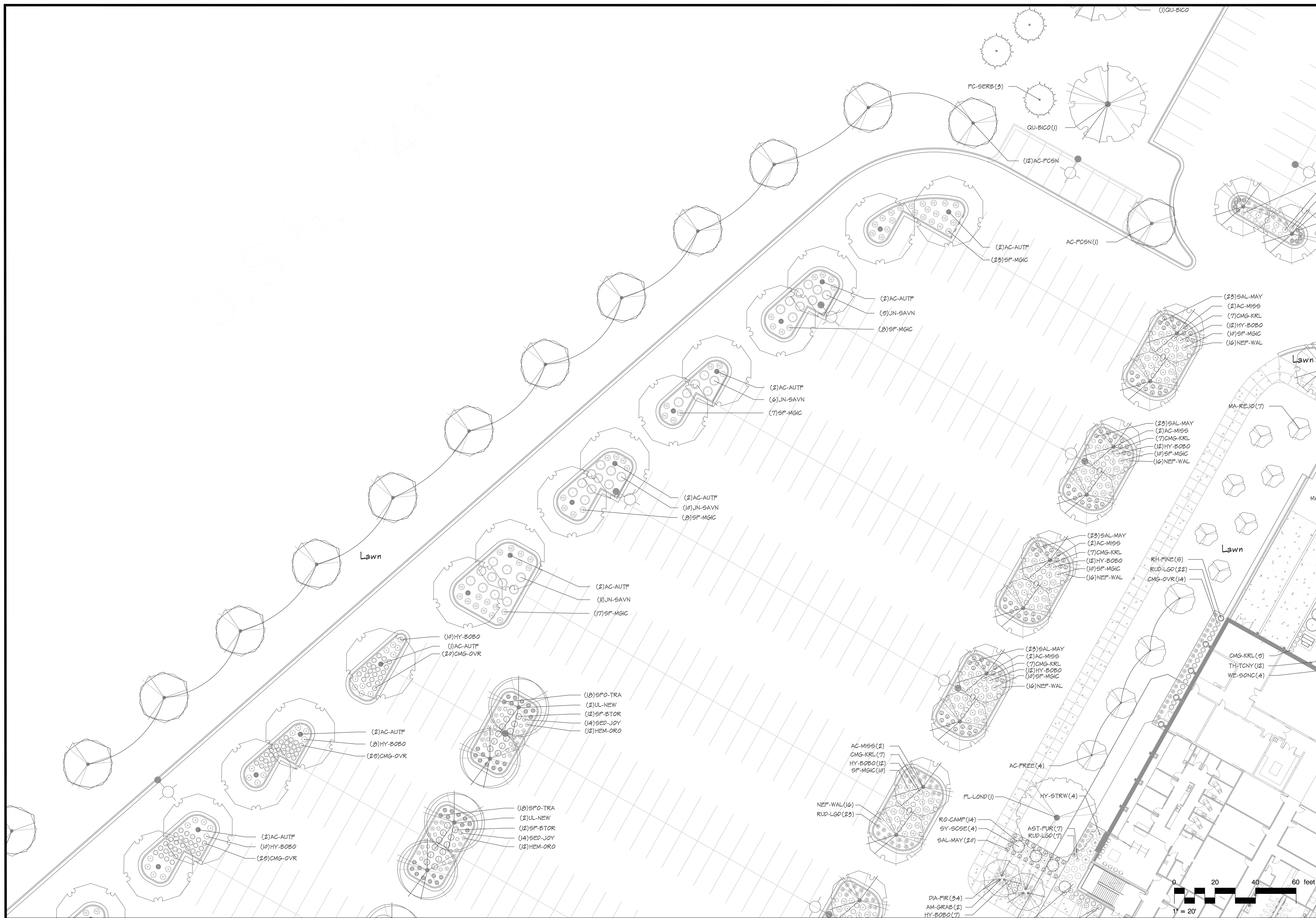
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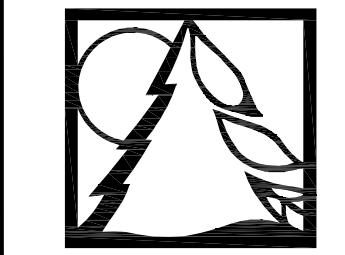
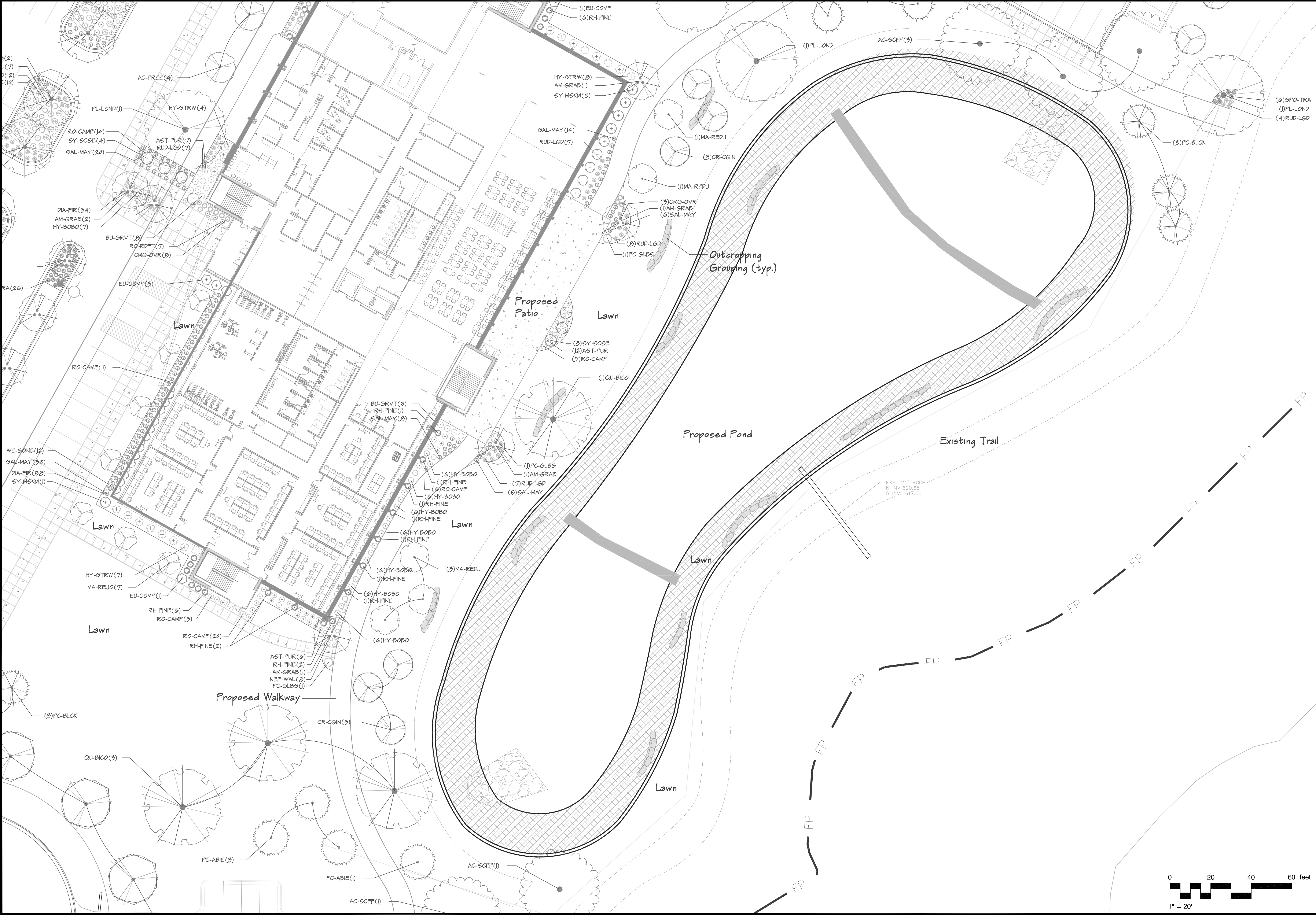
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DRAWN BY:	DCV
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Woods Park, CA
North Landscape Pla

SHEET NO.	
L-3	
JOB #	FILE NO.

Page 10 of 10



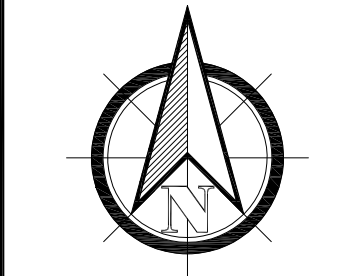


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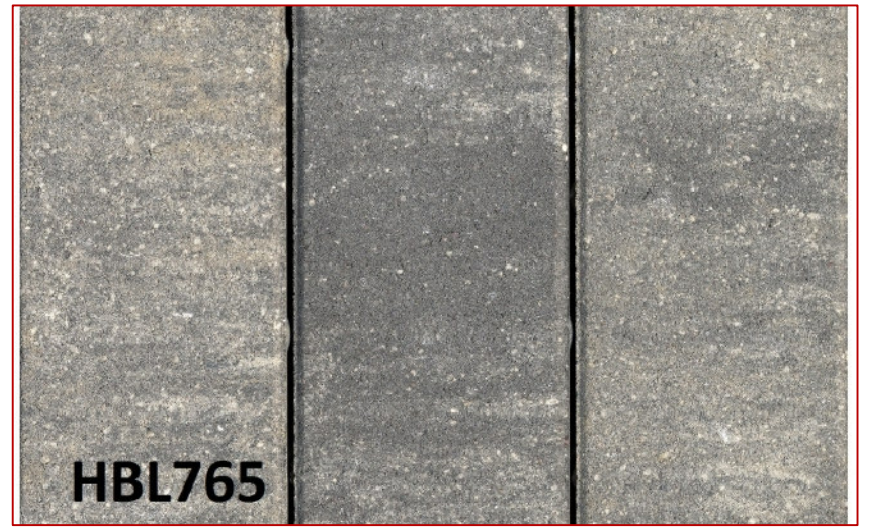
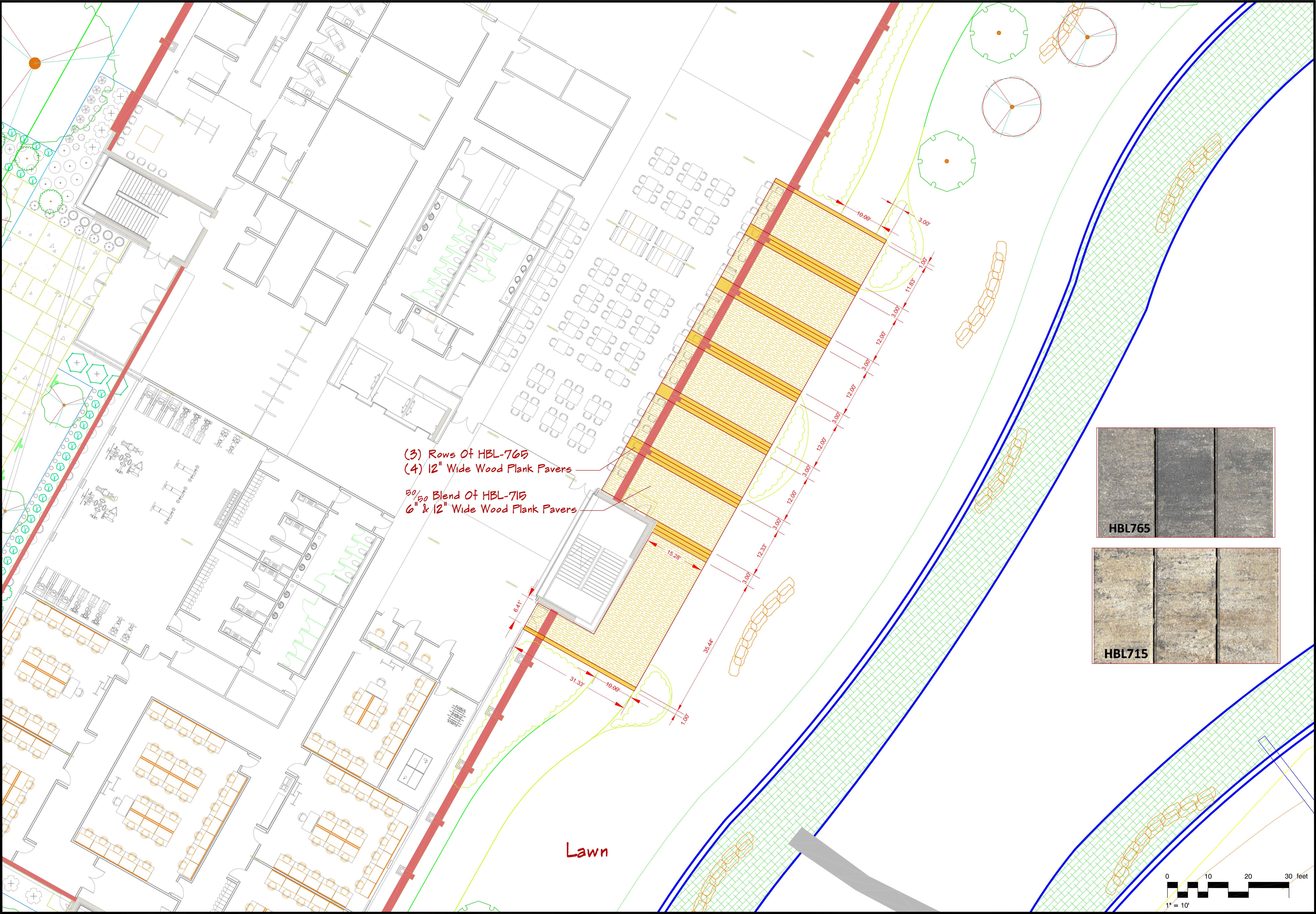
LANDSCAPE ARCHITECTURE
DEVELOPMENT
CONSTRUCTION
AWARD WINNING DESIGN
AND INSTALLATION
W2484 CTY RD KK
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DATE:	11/2019
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SHEET TITLE	
Pond Landscape Plan	
SHEET NO.	L-7
JOB #	
FILE NO.	



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De Pere, WI**

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PHONE NO.:
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Paver Patio Option
SHEET NO.: **L-8**
JOB # FILE NO.



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DEVELOPMENT
CONSTRUCTION

AWARD WINNING DESIGN
AND INSTALLATION

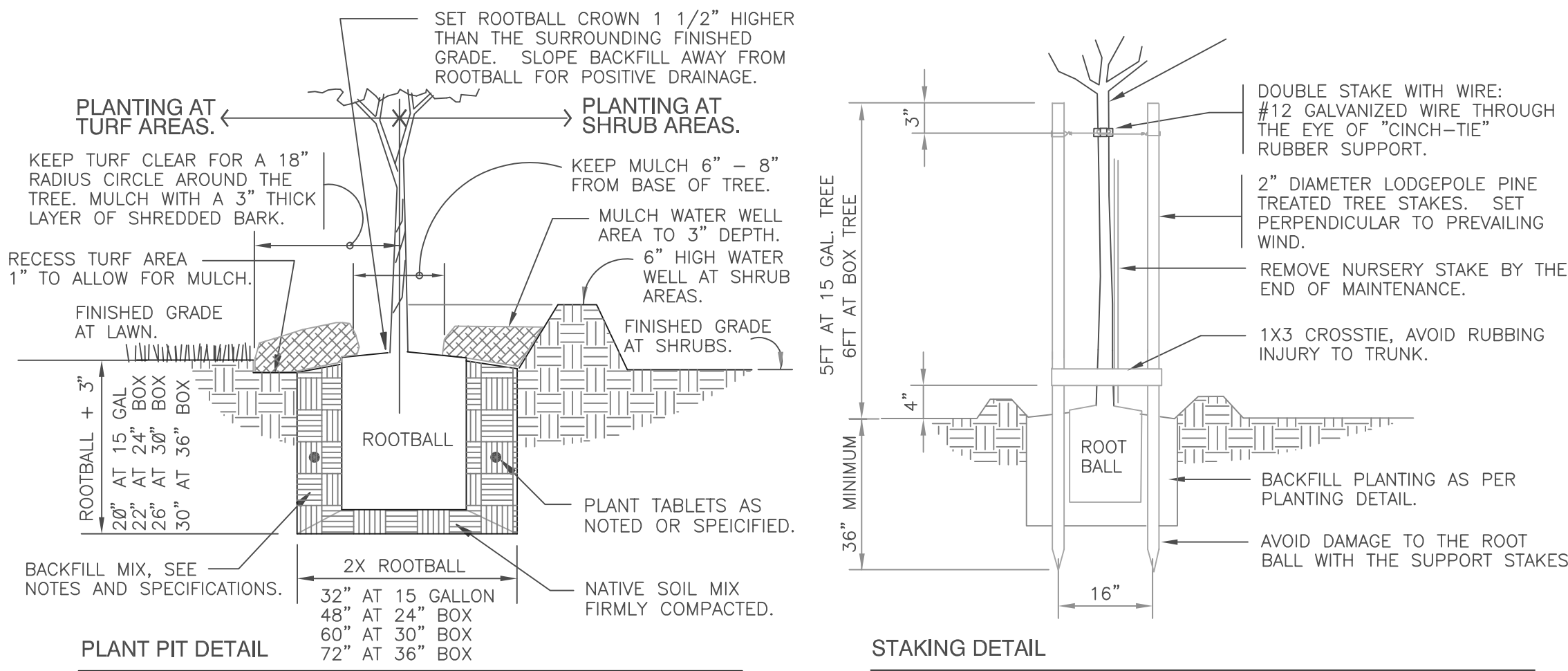
W2484 CTY RD KK
APPLETON, WI 54915-9464
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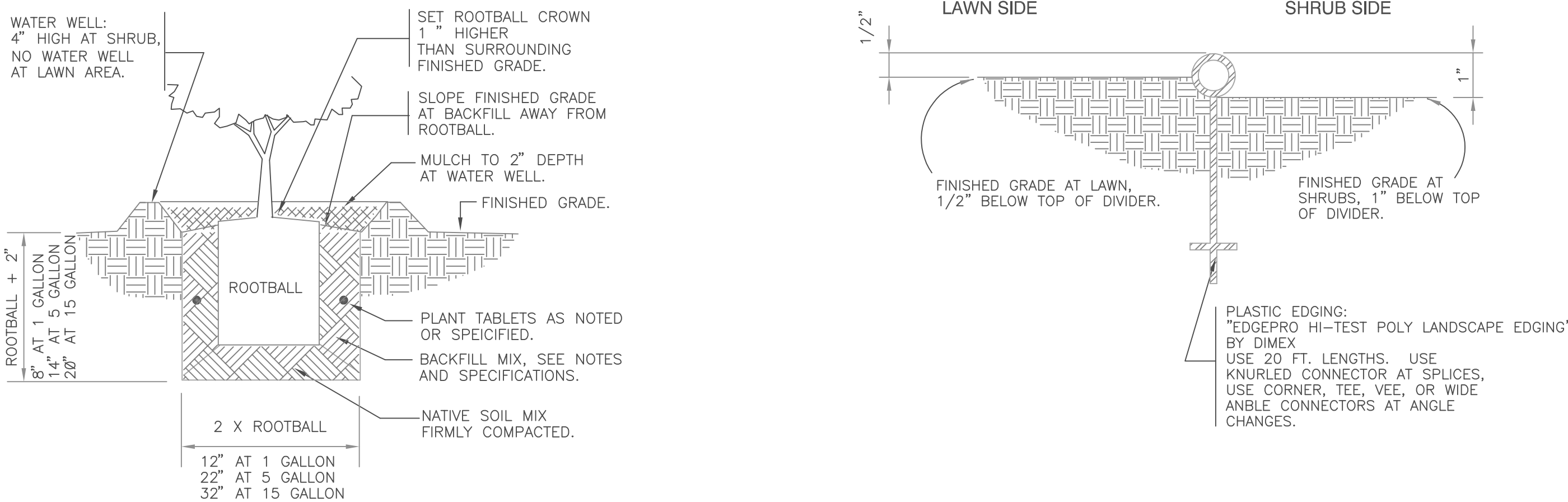
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Landscape Details & Plant Schedule	
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L-9	
JOB #	FILE NO.



1 TREE DOUBLE STAKE PLANTING
1" = 1'-0"

329343.19-06

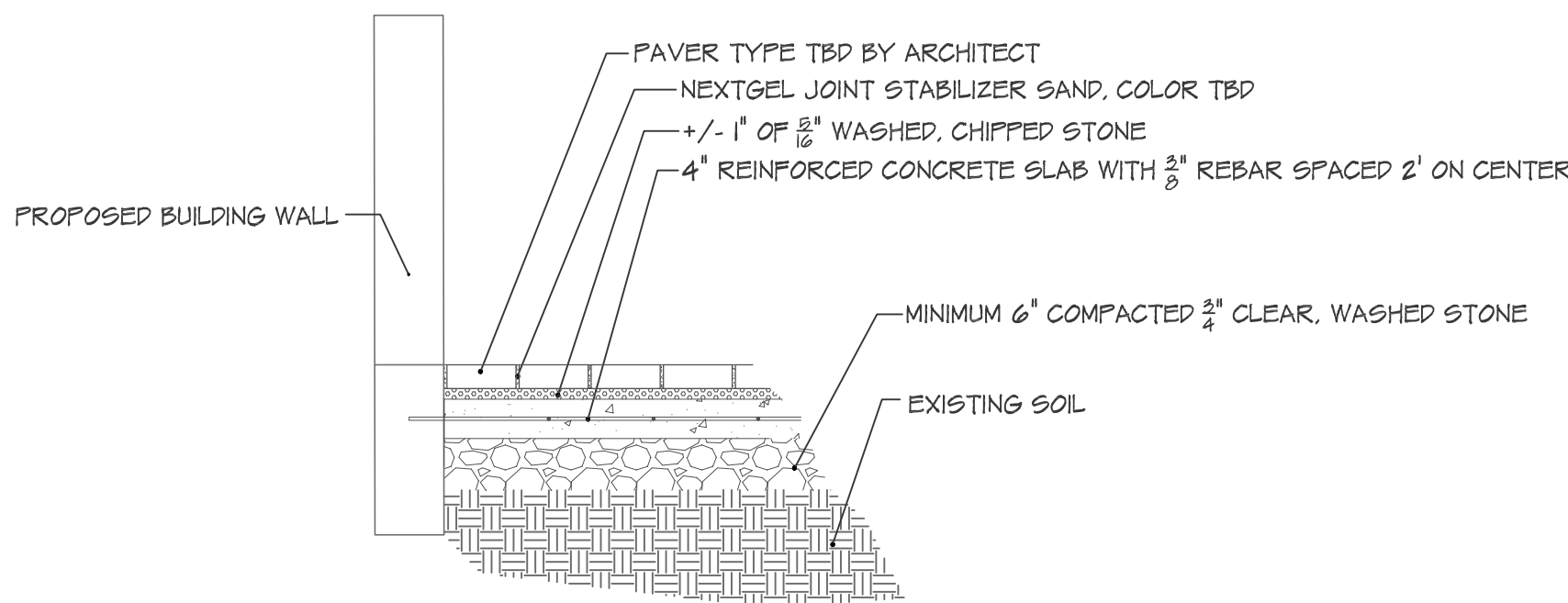


2 SHRUB & PERENNIAL PLANTING
1" = 1'-0"

329333.13-01

3 POLY LAWN EDGING
3" = 1'-0"

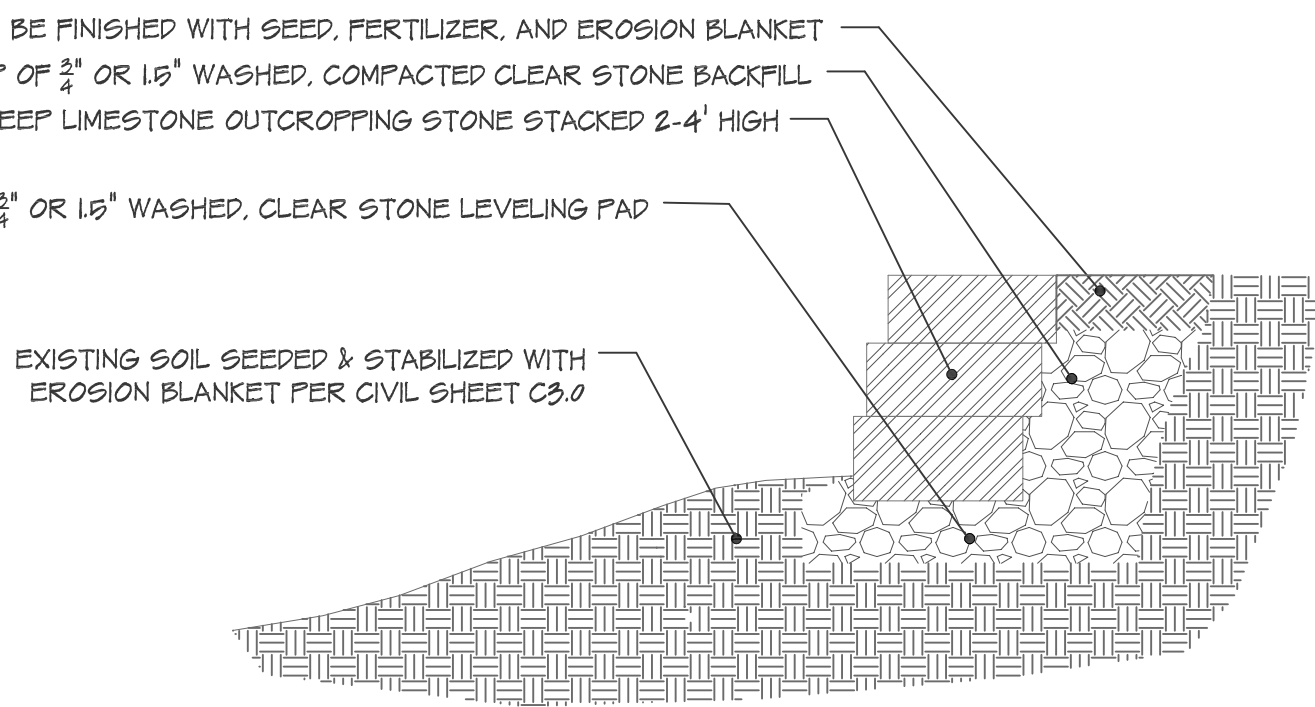
329413.16-03



4 PAVER PATIO DETAIL
NTS

NOTES:

- All planting beds to be separated from lawn by Commercial Grade Cobra Edging
- All parking lot island planting beds to have 3'-4" shredded hardwood mulch
- All planting beds around building foundation to have weed fabric and 3" of 1.5"-4" Glacier Ridge Decorative Stone
- Lawn areas to be covered with seed, fertilizer, topsoil, and chopped straw/erosion blanket (see Civil Sheet C3.0 for erosion blanket types and locations)
- All trees to be staked at time of planting
- See this page for planting and staking details
- Plant quantities indicated on the plan rule over quantities in the plant list
- Contractor to verify all underground utilities, private and public, prior to digging pits for new trees. Contact Digger's Hotline for utility locates
- All plants to be sized and graded as recommended by the American Association of Nurserymen, Inc. in the USA Standard For Nursery Stock
- Plant substitutions permissible with architect/designer and city approval and written notification prior to installation
- Plastic/metal pots to be removed, score rootball, remove top portion of fiber pot that extends above finish grade and cut sides of pot to aid in decomposition
- Locate trees away from proposed swales
- Restore all disturbed areas around perimeter of site with lawn (topsoil, seed, fertilizer, straw)
- Natural outcropping groupings around proposed pond to be natural limestone/gray color and be 3'-6' long x 1.5'-3' deep x 8'-12" thick and finished heights to vary between 2'-4'
- Natural outcropping groupings to be set on and backfilled with compacted clear stone (3/4" or 1.5")



5 POND NATURAL OUTCROPPING WALL DETAIL
NTS

PLANT SCHEDULE PROPOSED

TREES	COMMON NAME	BOTANICAL NAME	CONT	CAL	QTY
AC-MISS	State Street Maple	Acer miyabei 'Morton' TM	B & B	1.5" Cal	34
AC-SCFF	Fall Fiesta Sugar Maple	Acer saccharum 'Fall Fiesta'	B & B	1.5" Cal	5
AC-PCSN	Pacific Sunset Maple	Acer truncatum x A. platanooides 'Warren Red'	B & B	1.5" Cal	31
AC-FREE	Armstrong Freeman Maple	Acer x freemanii 'Armstrong'	B & B	1.5" Cal	4
AC-AUTF	Autumn Fantasy Maple	Acer x freemanii 'Autumn Fantasy'	B & B	1.5" Cal	35
AM-GRAB	Autumn Brilliance Serviceberry	Amelanchier x grandiflora 'Autumn Brilliance'	B & B	5-6" Multi-Stem	12
CR-CGIN	Thornless Cockspur Hawthorn	Crataegus crus-galli inermis	B & B	5-6" Multi-Stem	16
MA-REDJ	Red Jewel Crabapple	Malus x 'Red Jewel'	B & B	1.5" Cal	10
MA-REJO	Rejoice Crabapple	Malus x 'Rejoice'	B & B	1.5" Cal	22
MA-TINA	Tina Crabapple	Malus x 'Tina'	B & B	1.5" Cal	3
PL-LOND	Exclamation London Plane Tree	Platanus x acerifolia 'Exclamation' TM	B & B	1.5" Cal	3
PY-CAAB	Autumn Blaze Pear	Pyrus calleryana 'Autumn Blaze'	B & B	1.5" Cal	32
QU-BICO	Swamp White Oak	Quercus bicolor	B & B	1.5" Cal	8
QU-ROXM	Heritage Oak	Quercus robur x macrocarpa 'Clemens' TM	B & B	1.5" Cal	3
SY-SCSE	Scent & Sensibility Dwarf Lilac Tree	Syringa x 'Scent & Sensibility'	10 gal		7
UL-NEW	New Horizon Elm	Ulmus x 'New Horizon'	B & B	1.5" Cal	27
EVERGREEN TREES	COMMON NAME	BOTANICAL NAME	CONT	CAL	QTY
PC-ABIE	Norway Spruce	Picea abies	B & B	5-6"	7
PC-BLCK	Black Hills Spruce	Picea glauca 'Densata'	B & B	5-6"	14
PC-SERB	Serbian Spruce	Picea omorika	B & B	5-6"	0
SHRUBS	COMMON NAME	BOTANICAL NAME	CONT		QTY
BU-GRVT	Green Velvet Boxwood	Buxus x 'Green Velvet'	5 gal		15
EU-COMP	Compact Burning Bush	Euonymus alatus 'Compactus'	5 gal		5
HY-BOBO	Bobo Hydrangea	Hydrangea paniculata 'Ivobob'	2 gal		210
HY-STRW	Strawberry Sundae Hydrangea	Hydrangea paniculata 'Rensun'	2 gal		10
RH-FINE	Fine Line Buckthorn	Rhamnus frangula 'Fine Line'	3 gal		28
RO-CAMP	Campfire Rose	Rosa x 'CA 20' PPAF	2 gal		107
RO-RDPT	Red Drib Rose	Rosa x 'Meigalpio'	3 gal		7
SP-BTOR	Tor Birchleaf Spirea	Spiraea betulifolia 'Tor'	2 gal		162
SP-MGIC	Magic Carpet Spirea	Spiraea japonica 'Magic Carpet'	3 gal		185
SY-MSKM	Miss Kim Lilac	Syringa pubescens 'Miss Kim'	5 gal		10
WE-SHNG	Shining Sensation Weigela	Weigela florida 'Bokrashtine'	3 gal		20
WE-SONG	Sonic Bloom Weigela - Red	Weigela florida 'Verweild'	5 gal		16
EVERGREEN SHRUBS	COMMON NAME	BOTANICAL NAME	CONT		QTY
JN-SAVN	Savin Juniper	Juniperus sabina 'Savin'	5 gal		65
PC-GLBS	Globe Blue Spruce	Picea pungens 'Globosa'	5 gal		4
EVERGREEN UPRIGHT	COMMON NAME	BOTANICAL NAME	CONT		QTY
TH-TCNY	Techy Arborvitae	Thuja occidentalis 'Techny'	5-6" bbb		10
GRASSES	COMMON NAME	BOTANICAL NAME	CONT		QTY
CMG-KRL	Karl Foerster Grass	Calamagrostis x acutiflora 'Karl Foerster'	#1		103
CMG-OVR	Overdam Feather Reed Grass	Calamagrostis x acutiflora 'Overdam'	#1		208
SFO-TRA	Tara Prairie Dropseed	Sporobolus heterolepis 'Tara'	#1		468
PERENNIALS	COMMON NAME	BOTANICAL NAME	CONT		QTY
AST-PUR	Purple Dome Aster	Aster novae-angliae 'Purple Dome'	#1		77
DIA-FIR	Firewitch Dianthus	Dianthus gratianopolitanus 'Firewitch'	#1		100
HEM-ORO	Stella de Oro Daylily	Hemerocallis x 'Stella de Oro'	#1		176
NEP-WAL	Walkers Low Catmint	Nepeta x faassenii 'Walkers Low'	#1		294
RUD-LGD	Little Goldstar Black Eyed Susan	Rudbeckia fulgida 'Little Goldstar'	#1		298
SAL-MAY	May Night Sage	Salvia nemorosa 'May Night'	#1		224
SED-JOY	Autumn Joy Sedum	Sedum x 'Autumn Joy'	#1		228



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: November 25, 2019

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with variance for reduced setbacks at 220 S. Michigan Street (Parcel ED-920).

ATTACHMENTS:

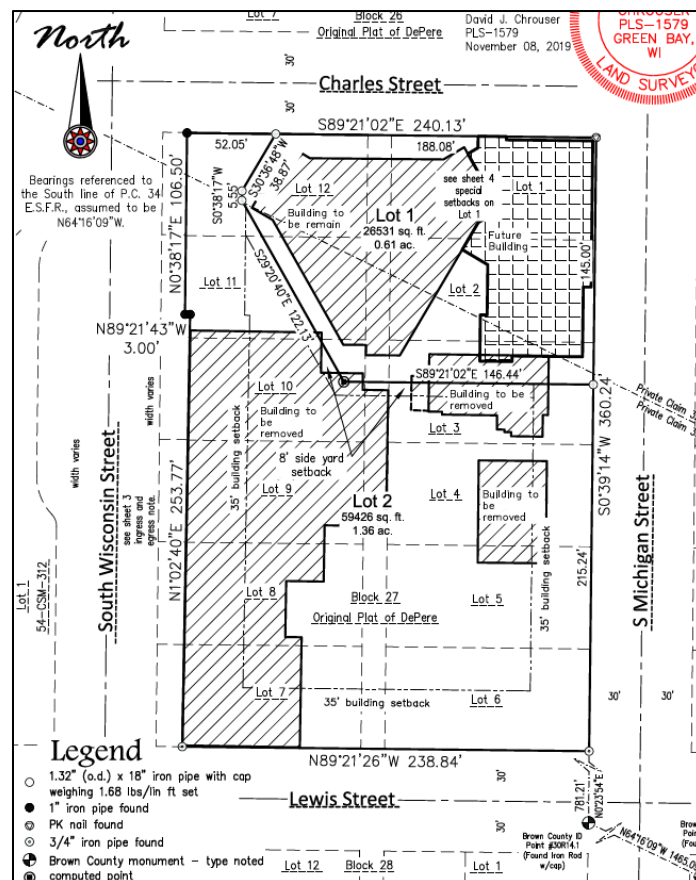
- 11-25-19 Plan Commission Report - CSM on S Michigan ST (DOCX)
- Application Form (PDF)
- Preliminary CSM (PDF)

ITEM 6: Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with variance for reduced setbacks at 220 S. Michigan Street (Parcel ED-920).

SITE MAP



PROPOSED CERTIFIED SURVEY MAP AREA



REQUESTED ACTION:	Certified Survey Map Review	
	<i>NOTE: This review includes a variance request for the reduction of front, corner side, interior side, and rear setbacks on Lot 1.</i>	
COMMON DESCRIPTION:	220 S. Michigan Street, located southwest from the Michigan Street and Charles Street intersection.	
PARCEL NUMBER(S):	ED-920	
EXISTING ZONING:	R-4 (General Residence Office District).	
SURROUNDING LAND USES:	North – Church parking lot (R-4) and multifamily residential (R-3) South – Single family residential (R-2) and two family residential (R-2) East – Single family residential (R-2) West – Vacant lot that is proposed Mulva Center site (B-1 PDD)	
COMPREHENSIVE PLAN:	Institutional/Governmental Facilities.	
APPLICANT/OWNER:	Peter Schneider, Architect Authorized Representative Groth Design Group 700 W. Virginia Street, Suite B105 Milwaukee, WI 53204	Parcel ED-920 Owner: Saint Francis Xavier Congregation ATTN: Marv Wall, Project Manager 100 S. Huron Street De Pere, WI 54115
SITE HISTORY:	Prior to 1938 air photos, the parcel was originally divided for 12 residential lots. The school was developed and expanded upon with the construction of the church completing in 1972, as seen on proposed CSM Lot 1. In the spring of 2019, two development announcements were made that would impact the property. First was the Mulva Center development, proposed west of the CSM, which would extend into CSM Lot 2. Second was the Notre Dame elementary and middle schools being combined into one school facility on the existing grade school site at George Street. In spring 2019, coinciding with the announcements, a concept site plan was proposed to build a new parish center for the church on CSM Lot 1, along with the removal of the school and two buildings on CSM Lot 2. In October 2019, the subject CSM was formally submitted, with a site plan, in order to realign property lines to allow for a future parish center addition on CSM Lot 1. There is no formal site plan for CSM Lot 2 at this time.	
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 proposed CSM is the entire city block located at the southwest corner of Michigan Street and Charles Street.
- The purpose of the land division is to create two buildable lots.
 - Lot 1 has an existing church and has a proposed parish center development that will be attached to the east side of the church.
 - Lot 2 currently has three buildings that are proposed to be removed. Lot 2 will likely be integrated into the Mulva Cultural Center property in the future.
- The proposed lots exceed the R-4 District required 12,000 square feet and required 90 feet of street frontage.
 - Lot 1 has 26,531 square feet with 491.6 feet of frontage.
 - Lot 2 has 59,426 square feet with 852.9 feet of frontage.
- There are four issues that must be addressed for the CSM:
 - The City of De Pere Certificate should be modified to reference the date the Clerk signs the document AND the date the City of De Pere Common Council approved the document. Also the signature line name should be revised to read Carey E. Danen, City Clerk.
 - Correct the graphic text for the church to state, "Building to remain."
 - Due to a related building being demolished, there is no longer the need for a 'permanent easement to the two steps.' The easement (Document #2428771, also referenced in the Ingress and Egress Note on Page 3 of this CSM) should be released as a condition of this CSM approval.
 - Property lines cannot be created that bisect existing buildings. The three buildings must be demolished prior to the city signing the CSM for recording.
 - The front, corner side, and rear building setback criteria are not met for Lot 1. The petitioner is requesting that Plan Commission approve a variance for setbacks (see the "Variance Request" section of this report).

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, with the exception of building setbacks, where a variance is being requested of Plan Commission. The proposed land division provides opportunities for development and does not impact the Comprehensive Plan negatively. The proposed lot sizes, and street frontages meet City requirements, but setbacks for Lot 1 do not.

VARIANCE REQUEST

Per the Platting and Division of Land Code Section 46-10(a), Plan Commission has the authority to review and grant variances on land division documents that are related to, "...minimum setback, minimum

side or minimum rear yard required in the district where such land is located.”

Using a list provided by City staff, the petitioner notified property owners within 300 feet of the CSM site, and held two neighborhood meetings that showed the proposed building design and existing building with setbacks that are near the streets and near the proposed new property lines. Two individuals attended the meetings: the first was concerned about traffic for the future Mulva Center; the second liked the proposed building addition and was not concerned about reduced setbacks.

City staff received no other comments or concerns from the public. However, staff noted that parking requirements will need to be addressed for the new building as part of the site plan review, particularly because parking stalls are being removed due to the proposed land division.

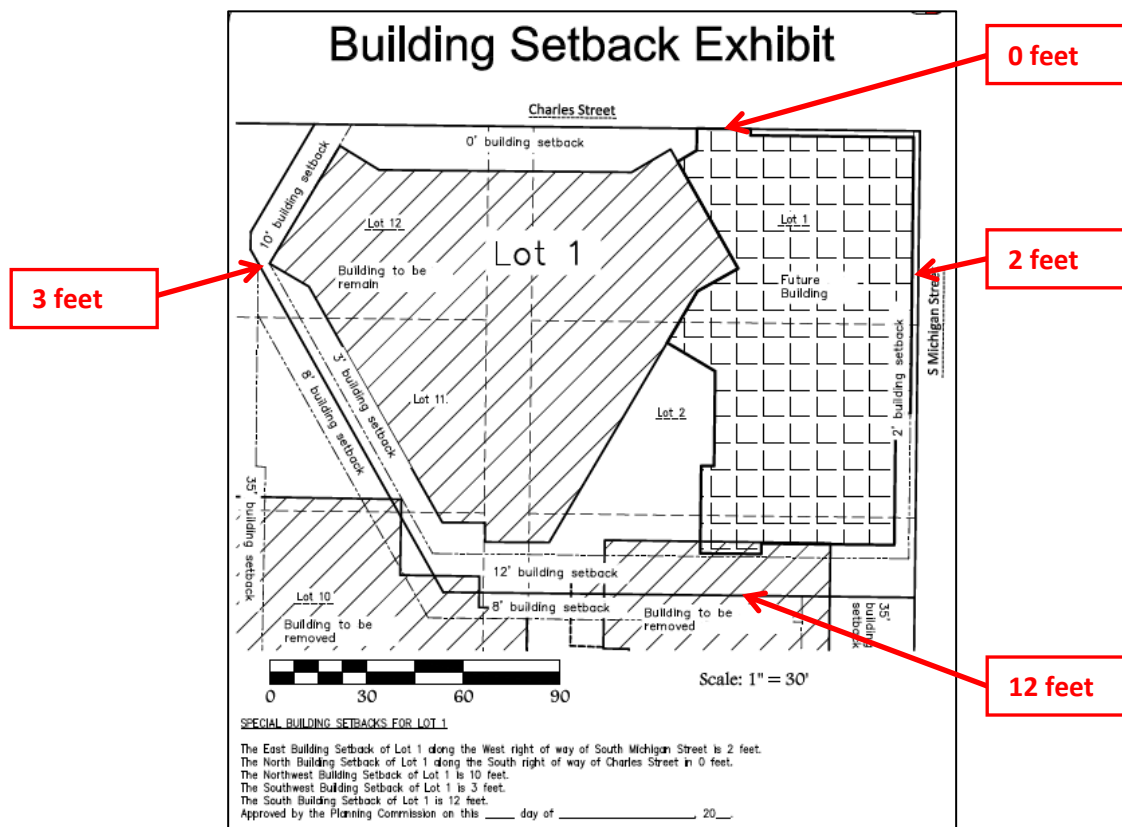
The setback variance includes the following request for CSM Lot 1 only:

Lot 1 Side	Code Required Setback	Proposed New Setback	Difference
Front (Michigan Street)	35 feet	2 feet	Decrease 33 feet
Corner Side (Charles Street)	25 feet	0 feet	Decrease 25 feet
Interior Side (South border)	8 feet	12 feet	Increase 4 feet
Rear (west border)	35 feet	3 feet	Decrease 32 feet

To assist in supporting the petitioner’s justification for hardship, the petitioner identified the following:

- The existing building is already located near the street.
- The proposed building addition will not fit and function within the setbacks if the new lot line is reconfigured.
- The adjacent lot is proposed for a shared parking use by the church and future Mulva Center.
- The R-4 District in the downtown area may prefer denser street fronted development.
- The neighboring property owners did not express a concern regarding reduced setbacks.

The proposed new setbacks are shown on page 4 of the CSM. The variance request does not include changing the Code required setbacks on CSM Lot 2.



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. Common Council is not required to review the CSM.

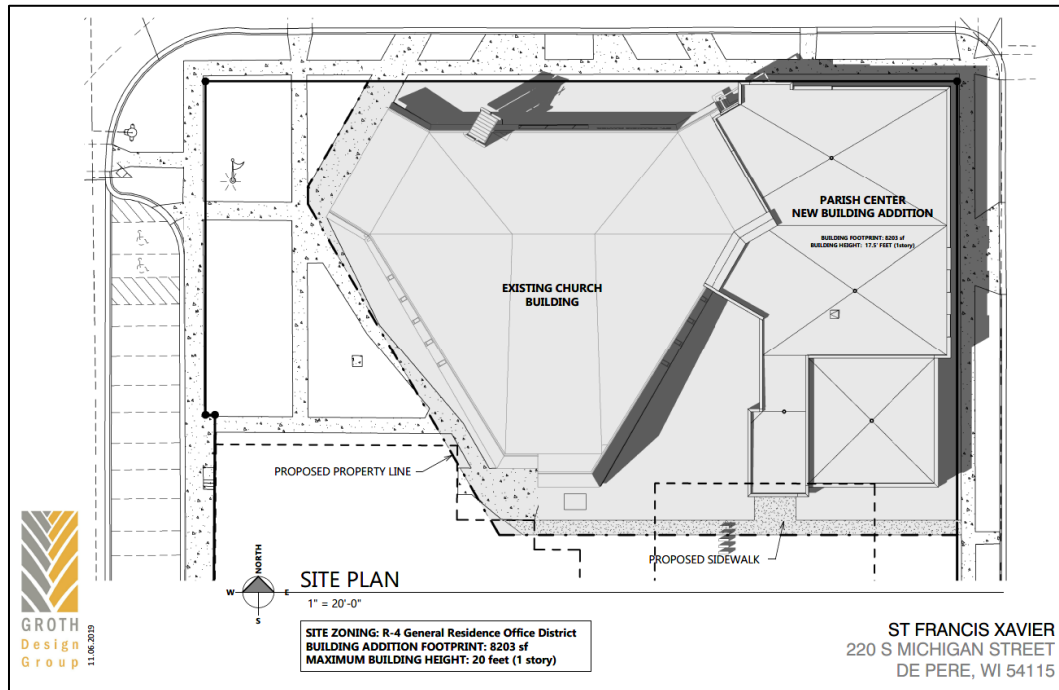
STAFF RECOMMENDATION:

Staff recommends APPROVAL of the certified survey map, with setbacks for lot 1 being: front 2 feet, corner side 0 feet, interior side 12 feet, and rear 3 feet. Recommendation for approval subject to:

1. Meeting all other state and local regulations.
2. Revise the City of De Pere Certificate to reference the date the Clerk signs the document and the date the City of De Pere Common Council approves the document. Also the signature line name should be updated to read Carey E. Danen, City Clerk.
3. Correct the graphic text for the church to state, "Building to remain."
4. Parking requirements for the remaining church and proposed new addition must be provided on the same lot as the structure and properly identified on the site plan.

5. Due to a related building being demolished, there is no longer the need for a 'permanent easement to the two steps.' The easement (Document #2428771, also referenced in the Ingress and Egress Note on Page 3 of this CSM) should be released.
6. The buildings that are proposed for removal must be demolished prior to the City signing the CSM for recording in order to prevent a new property line from inappropriately bisecting the buildings.

PROPOSED LOT 1 SITE PLAN with MICHIGAN STREET BUILDING VIEWS





CITY OF DE PERE
APPLICATION FOR
CSM REVIEW

Fee: \$ 368.00

Receipt #: 147555

Date: 11-07-19

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) Groth Design Group	Authorized Representative Peter Schneider	Title Architect	
Mailing Address 700 W Virginia Street - Ste B105	City Milwaukee	State WI	ZIP Code 53204
Email Address pschneider@gdg-architects.com	Phone Number (incl. area code) 262-377-8001	Fax Number (incl. area code) 262-377-8003	

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

Name (Ind. Org. or Entity) Notre Dame of De Pere	Contact Person Marv Wall	Title Project Manager	
Mailing Address 100 S Huron Street	City De Pere	State WI	ZIP Code 54115
Email Address 1marvwall@gmail.com	Phone Number (incl. area code) 920-475-7273	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description 220 S Michigan St, De Pere, WI	Parcel No. ED-920
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SECTION 4: CSM Information

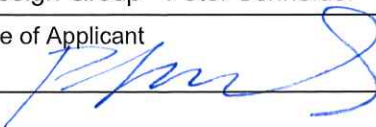
Existing Zoning:	R-4
Present Use of Parcel:	Existing school, Worship Facility, church related offices and gathering space
Proposed Use of Lots:	Worship Facility, church related offices and gathering space - Parking for Cultural Center

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) Groth Design Group - Peter Schneider	Title Architect	Phone Number 262-377-8001
Signature of Applicant 		Date Signed 11.07.2019

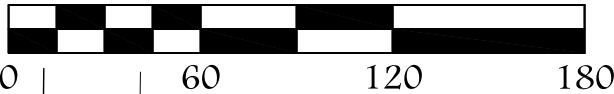
TO BE COMPLETED BY CITY STAFF

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

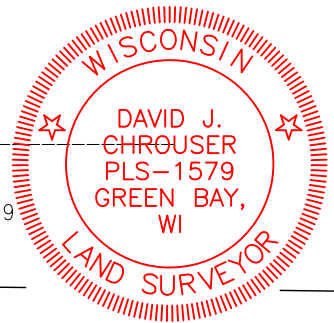
Attachment: Application Form (8952 : Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with varian)

Certified Survey Map

All of Lots 1-6 and part of Lots 7-12, and the vacated alley of Block 27 of the recorded "Original Plat of De Pere" (Volume 1, Plats, Page 23, Document Number 17, Brown County Records), being located in part of Private Claims 32 and 33, East Side of Fox River, in the City of De Pere, Brown County, Wisconsin.



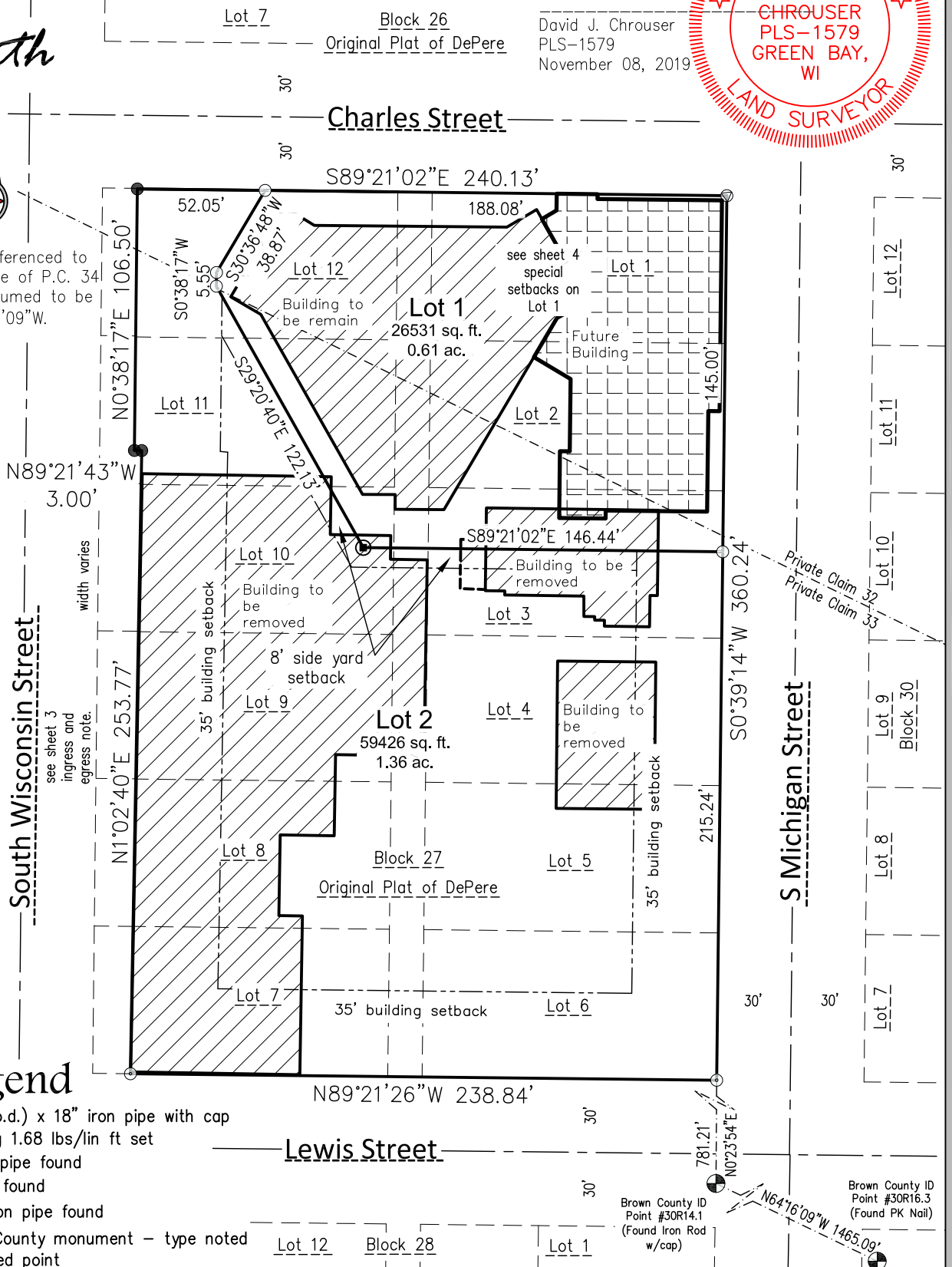
Scale: 1" = 60'



North



Bearings referenced to the South line of P.C. 34 E.S.F.R., assumed to be N64°16'09"W.



Legend

- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
- 1" iron pipe found
- ⊙ PK nail found
- ⊙ 3/4" iron pipe found
- ⊕ Brown County monument - type noted
- ⊙ computed point

Client: St. Francis Xavier

Tax Parcel: ED-920

Drafted By: BAR/JRW

File: P-7516CSM 110519.dwg

Data File: P-7516.txt

Mau & Associates, LLP

LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

Sheet One of Four

Project No.: P-7516

Drawing No.: L-10888

Attachment: Preliminary CSM (8952 : Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with varian)



SURVEYOR’S CERTIFICATE

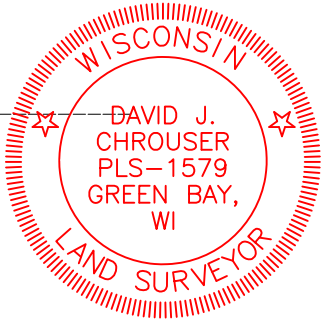
I, David J. Chrouser, Professional Land Surveyor, PLS–1579, do hereby certify that I have surveyed, divided and mapped all of Lots 1–6 and part of Lots 7–12, and the vacated alley of Block 27 of the recorded "Original Plat of De Pere" (Volume 1, Plats, Page 23, Document Number 17, Brown County Records), being located in part of Private Claims 32 and 33, East Side of Fox River, in the City of De Pere, Brown County, Wisconsin, more fully described as follows:

Beginning at the Southeast Corner of Lot 6, Block 27 of the recorded "Original Plat of De Pere" (Volume 1, Plats, Page 23, Document Number 17, Brown County Records); thence N89°21'26"W, 238.84 feet along the South line of lots 6 and 7 of said Block being the North right of way of Lewis Street; thence N1°02'40"E, 253.77 feet along the East right of way of South Wisconsin Street; thence N89°21'43"W, 3.00 feet along said right of way; thence N0°38'17"E 106.50 feet along said right of way; thence S89°21'02"E 240.13 feet along the North line of Lots 12 and 1 of said Block being the South right of way of Charles Street; thence S0°39'14"W, 360.24 feet along the East line of lots 1, 2, 3, 4, 5 and 6 of said Block being the West right of way of South Michigan Street to the point of beginning.

Parcel contains 85,957 square feet / 1.97 acres more or less.
Parcel subject to any easements and restrictions of record.

That such plat is a correct representation of all the exterior boundaries of the land survey and the division thereof. That I have made such a survey, land division and plat by the direction of the owners listed hereon. That I have fully complied with the provisions of Chapter 236, section 236.34 of the Wisconsin Statutes and the City of DePere in surveying, dividing and mapping the same.

David J. Chrouser
PLS–1579
November 08, 2019



CERTIFICATE OF THE CITY OF DE PERE

Approved by the City of DePere this ____ day of _____, 20__.

Shana Ledvina
City Clerk

CERTIFICATE OF THE CITY OF DE PERE TREASURER

As City of DePere Treasurer, I hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.
Approved by the Common Council on ____ day of _____, 20__.

Carey E. Danen
City Treasurer

CERTIFICATE OF THE BROWN COUNTY TREASURER

As duly elected Brown County Treasurer, I 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 dates listed below.

Paul D. Zeller
Brown County Treasurer

Sheet Two of Four
Project No.: P-7516
Drawing No.: L-10888

Attachment: Preliminary CSM (8952 : Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with varian)

St. Francis Xavier Congregation of DePere, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that I caused the land described and easements granted on this Certified Survey Map to be surveyed, divided and mapped as represented hereon. St. Francis Xavier Congregation of DePere, also certifies that this Certified Survey Map is required by S.236.10 or S.236.12 to be submitted to the following for approval or objection:

In Witness Whereof, the said St. Francis Xavier Congregation of DePere, has caused these presents to be signed by _____, it's _____ on this _____ day of _____, 20____.

Personally came before me this _____ day of _____, 20____, the above named officer of said corporation and acknowledged that he executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

STATE OF WISCONSIN]
] SS
COUNTY OF BROWN]

The land on all side and rear lot lines of all lots shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

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

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 line, a disturbance of a survey stake by anyone is a violation of section 236.32 of the Wisconsin Statutes.

The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the Village/Town has adopted a soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

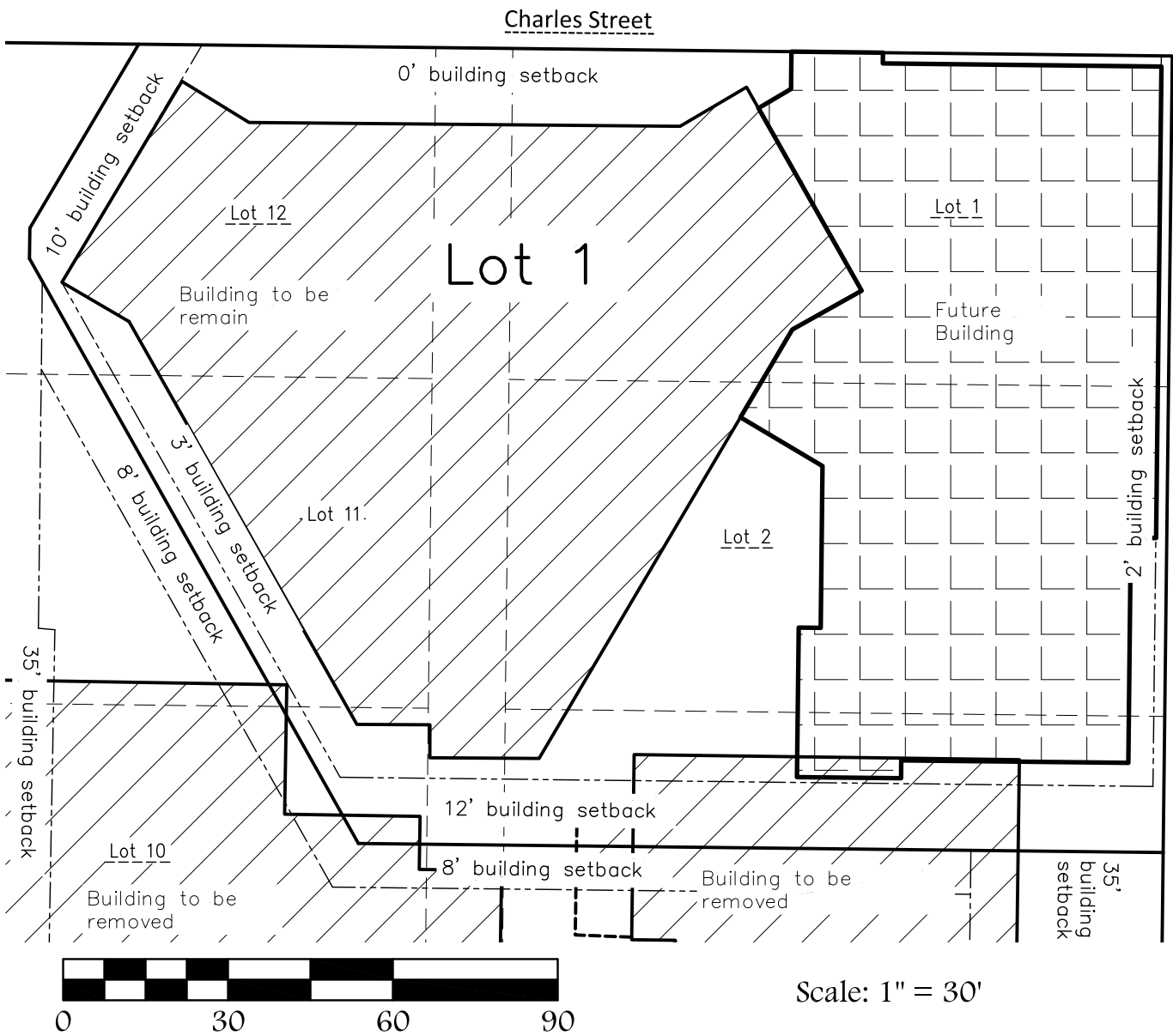
Stated on page 3 of Document number 2428771 Brown County Records, statement reads "Provided however that St. Francis Xavier Congregation of De Pere shall reserve to itself a permanent easement to the two sets of steps identified on the scale map attached hereto for the purpose of ingress and egress into the St. Francis Congregation of De Pere facilities. This easement shall run with the land and shall not lapse and until St. Francis Xavier Congregation of De Pere or its successors and assigns shall, in writing, release the same."

Packet Pg. 98

Attachment: Preliminary CSM (8952 : Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with varian)



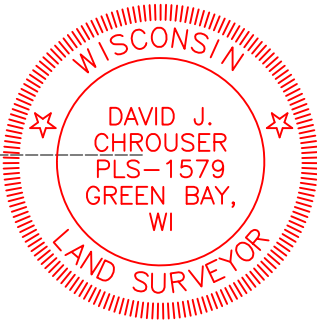
Building Setback Exhibit



SPECIAL BUILDING SETBACKS FOR LOT 1

The East Building Setback of Lot 1 along the West right of way of South Michigan Street is 2 feet.
The North Building Setback of Lot 1 along the South right of way of Charles Street in 0 feet.
The Northwest Building Setback of Lot 1 is 10 feet.
The Southwest Building Setback of Lot 1 is 3 feet.
The South Building Setback of Lot 1 is 12 feet.
Approved by the Planning Commission on this ____ day of _____, 20__.

David J. Chrouser
PLS-1579
November 08, 2019



Sheet Four of Four
Project No.: P-7516
Drawing No.: L-10888

Attachment: Preliminary CSM (8952 : Staff recommendation and possible action regarding a Proposed 2 Lot Certified Survey Map with varian)



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: November 25, 2019

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

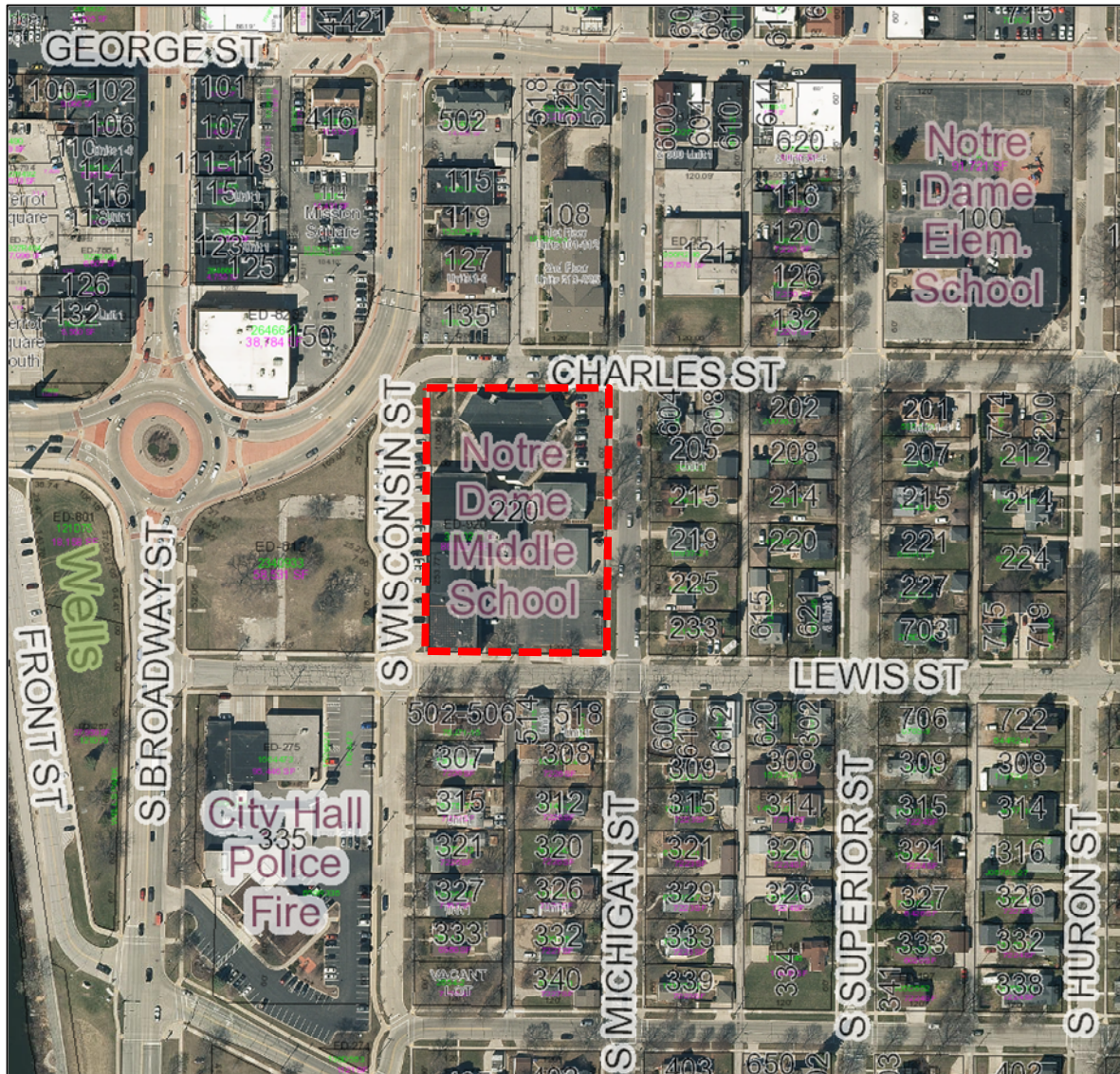
SUBJECT: Staff recommendation and possible action regarding a Site Plan request for a parish center building addition and façade improvements on an existing church at 220 S. Michigan Street (Parcel ED-920).

ATTACHMENTS:

- 11-25-19 Plan Commission Report - St Francis Xavier (PDF)
- Application Form (PDF)
- Site Plan - Civil-Landscape-Architectural - PRELIMINARY - 08 Nov 2019 (PDF)

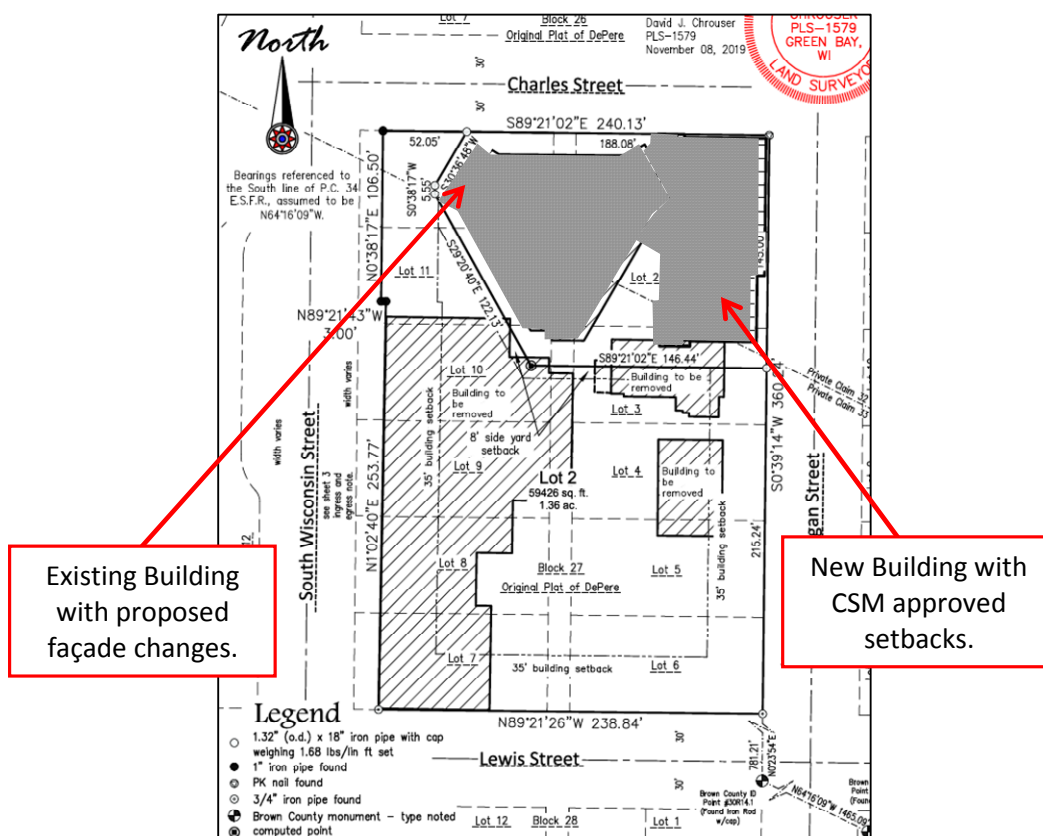
- Item 7: Staff recommendation and possible action regarding a Site Plan request for a parish center building addition and façade improvements on an existing church at 220 S. Michigan Street (Parcel ED-920).

SITE MAP



- REQUESTED ACTION:** Site Plan Approval.
- Site Plan approval for a new parish center and façade improvements on the existing St. Francis Xavier church.
- COMMON DESCRIPTION:** 220 S. Michigan Street, located southwest from the Michigan Street and Charles Street intersection.
- PARCEL NUMBERS:** ED-920

EXISTING ZONING:	R-4 (General Residence Office District).	
SURROUNDING LAND USES:	North – Church parking lot (R-4) and multifamily residential (R-3) South – Single family residential (R-2) and two family residential (R-2) East – Single family residential (R-2) West – Vacant lot that is proposed Mulva Center site (B-1 PDD)	
COMPREHENSIVE PLAN:	Institutional/Governmental Facilities.	
APPLICANT / OWNER:	Peter Schneider, Architect Authorized Representative Groth Design Group 700 W. Virginia Street, Suite B105 Milwaukee, WI 53204	Parcel ED-920 Owner: Saint Francis Xavier Congregation ATTN: Marv Wall, Project Manager 100 S. Huron Street De Pere, WI 54115
SITE HISTORY:	Prior to 1938 air photos, the parcel was originally divided for 12 residential lots. The school was developed and expanded upon with the construction of the church completing in 1972, as seen today. In the spring of 2019, two development announcements were made that would impact the property. First was the Mulva Cultural Center development, proposed west of the site, which would extend into proposed CSM Lot 2. Second was the Notre Dame elementary and middle schools being combined into one school facility on the existing grade school site at George Street. In spring 2019, coinciding with the announcements, a concept site plan was proposed to build a new parish center for the church on proposed CSM Lot 1, along with the removal of the school and two buildings on proposed CSM Lot 2. In October 2019, the subject site plan CSM was formally submitted, with a 2-Lot CSM, in order to realign property lines to allow for a future parish center addition on CSM Lot 1. There is no formal site plan for CSM Lot 2 at this time.	

**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 subject property includes land that is proposed to be land divided into two lots for the development of a 8,203 SF parish center building addition that is 17 feet tall (1 story). Updated façade improvements are also proposed at the northwest entry of the existing church (Charles Street side). The proposed development will cause 13 existing parking stalls to be lost on the east side of the church.

With a proposed new CSM for the property, there will be no driveway access to the lot as the lot is nearly built out without drive lanes. Parking is to be provided on existing areas to the north and via a future shared parking agreement with the proposed Mulva Center for lands to the south, on a proposed second lot. In the R-4 District, parking must be provided onsite, on the same parcel of land OR a conditional use is required for a private passenger automobile parking lot on a separate R-4 District property. Parking requirements, existing and proposed, are not identified on the site plan.

Also, with a proposed new CSM, a reduction in setbacks for the existing and proposed new building for Lot 1 only. If the following proposed reductions were not approved as part of the CSM, then the site plan is

not approvable:

Front (Michigan Street) = reduced from 35' to 2'

Corner side (Charles Street) = reduced from 25' to 0'

Interior side (south border) = increased from 8' to 12 feet
Rear (west border) = reduced from 35' to 3'

The site plans show one concept location for a wall sign on the south wall of the proposed new building. No formal sign plans have been submitted that represent the design or size of the sign meeting the Sign Code criteria. Any signage approvals must meet the sign code or be reviewed by Plan Commission separately from this site plan review.

The building façade materials are glass, concrete panel, metal architectural panel, and a wood based fiber trespameteon panel. The use of concrete, architectural panel, and trespameteon panel requires Plan Commission approval. Plan Commission may approve "...any other material..." and has, in the past, approved materials in the R-3 & R-4 Districts R-3 & R-4 materials that fit into a neighborhood.

The applicant requests that the Plan Commission approve use of three materials in the following locations:

- Weathered steel architectural panel – on all sides of the proposed new addition.
- Concrete panel - on all sides of the proposed new addition. This material reflects the material used on the existing church.
- Trespameteon panel - on all sides of the proposed new addition (mostly as a detail or around an entry door. This material is also proposed to be added to the northwest entry of the existing church (covering the existing rock).

The petitioner sent letters to property owners within 300 feet of the proposed addition, and held two neighborhood meetings to allow the public to comment regarding the building location, appearance, and setback. Two people attended the meetings and no negative comments were received.

The site plan complies with the following massing and setback requirements set by the C-EO District (Code Section 14-50):

- Land Use: Religious institution with school (permitted)
- Lot Size: proposed Lot 1 is 26,530 SF (20,000 SF required)
- Front Yard Setback -- Michigan Street is 2 feet (2 feet required if CSM approved, otherwise setback is 35 feet)
- Corner Side Yard Setback – Charles Street is 0 feet (0 feet required if CSM approved, otherwise setback is 25 feet)
- Interior Side Yard Setback – South boundary is 12 feet (8 feet typically required, but CSM is increasing this setback to 12 feet)
- Rear Yard Setback – West boundary is 3 feet (3 feet required if CSM approved, otherwise setback is 35 feet))

- FAR: Not listed on site plan (1.5 Maximum – one story buildings meet criteria)
- Building Height: 17 feet (45 feet maximum)
- Landscaping: 10% of property in open space, 1 tree per 1,000 SF gross floor area (greenspace, 281 trees (9 trees required and 11 shown, and 2,653 SF open space required and unidentified SF shown).

Parking requirements for parking stalls have not been met. The property now has a total of 71 available stalls in three lots, but 12 will be lost to the new construction and 33 will be cut off due to a separate new parcel being created by CSM. This leaves 26 stalls for the church/parish center use.

The property owner plans on selling the new parcel (south from church) with 33 stalls to a new owner and then establishing a shared parking agreement with that new owner. Until an agreement is put into place, the property owner will need to successfully obtain a conditional use permit for a free-standing parking lot for use by the adjacent church/parish center.

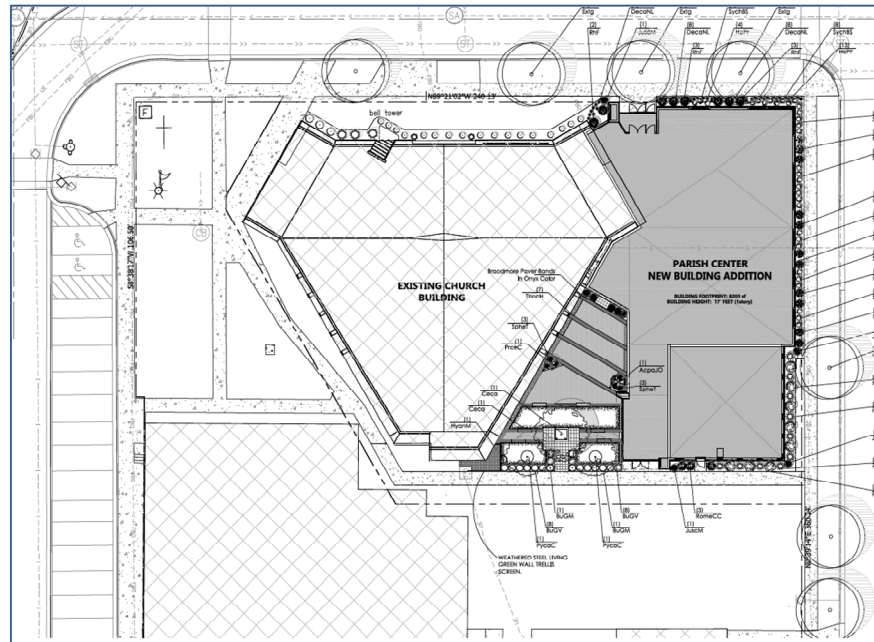
A parking lot may be permitted with a conditional use in the existing R-4 District. The petitioner identified that a conditional use permit request will be submitted for the January 27, 2020 Plan Commission meeting.

The below chart summarizes the existing and proposed stalls to be added, and the required stalls, assuming the property:

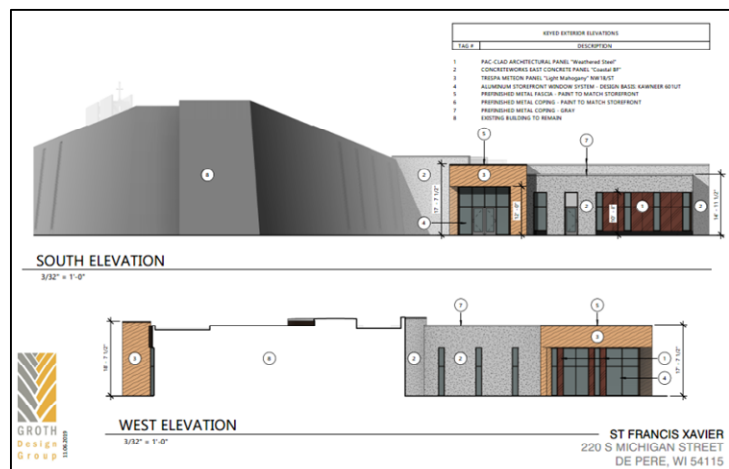
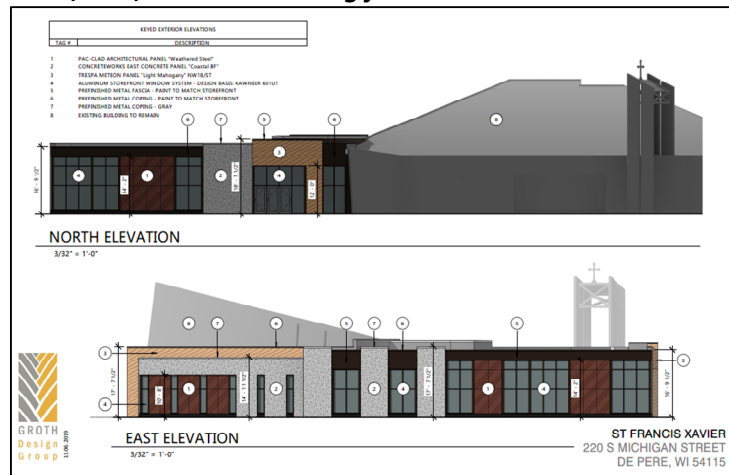
LOCATION	EXISTING	ADDED	REQUIRED*	CRITERIA MET?
Existing Church	North lot= 26 East lot = 12 South lot = 33	33 REMOVED: with CSM, may be included with Conditional Use Permit	One space per 6 seats: 336/6= 56	--
Proposed Parish Center	0	12 REMOVED with Site Plan	One space per 6 seats: 184/6= 31	--
TOTAL	71	Without CUP: 71-45= 26 With CUP: 71-12= 59	The greater of either 56 or 31	YES with Conditional Use

*The required number of seats for both uses are not totaled together as it is uncommon for both uses to be used at full capacity simultaneously.

Proposed site plan with landscaping.



Front, side, and rear building facades.



Two Color renderings of facades.



NORTHWEST PERSPECTIVE



NORTHEAST PERSPECTIVE

Weathered Steel
Architectural Panel

Concrete
Panel

Trespa Meteon
Panel



SOUTHEAST PERSPECTIVE



SOUTHWEST PERSPECTIVE

STAFF COMMENTS:

Engineering:

1. General: The water line cannot be constructed as drawn. The water service cannot cross parcel lines. The project design will need to tap a new line directly abutting the property and abandon the existing service along Michigan Street by removing the corp and solid sleeving the main. If reconnecting to the water line on Michigan Street, the project design will need to abandon the water service to the main on Wisconsin Street. At this time there is only a requirement to disconnect to the Wisconsin Street water service. However, depending on the development on Wisconsin Street, the project will need to abandon that service to the main within a year.
2. Sheet C0-10: The location map need to be redrawn as it is hard to read/see.
3. Sheet C0-10: Needs owner information.
4. Sheet C2-10: Need to show existing and proposed contours for the site per ordinance. Spot elevations at proposed sidewalks would be beneficial as well.
5. General: Need erosion control and lighting plan. Erosion control should include inlet protection at local inlets pursuant to WisDNR best management practices.
6. Sheet C2-10: In the demolition key, item 7 references a detail on sheet C0-20. This page is not included with the submitted set.
7. Sheet C3-10: Identify if there is a new gas line coming to the building.
8. Sheet C3-10: The excavation for the curb replacement will require a 2-foot asphalt patch along the curb pursuant to the City's Standard Specifications.
9. Sheet C3-10: In the construction key, both notes reference details on sheet C0-20 that are not included with this submittal.
10. Sheet C3-20: Missing sanitary sewer lateral invert elevations.
11. Sheet C3-20: is the water service to remain 1-inch to the building. The service size is currently left blank.
12. Sheet C3-20: The general notes reference to a electrical sheet for site lighting. Does this sheet exist?
13. All concrete work within the right-of-way will require a concrete worker's license. This license can be obtained at the City of De Pere department of public works.
14. General: Will need a GBMSD plumbing permit to connect to the GBMSD sanitary sewer main on Charles Street.

Fire:

None.

Forestry:

1. Provide planting details with the landscape plan.
2. Provide identification/plan to provide construction phase protection and fencing for the trees in the terrace.

Health:

None.

Planning:

1. There is a proposed Certified Survey Map (CSM) for the property proposing the creation of two lots for the parcel. The proposed front, corner side, and rear setbacks will not be met unless the Plan Commission approves the CSM with varied setbacks for Lot 1.
2. If the proposed CSM is recorded, approximately 33 parking spaces will be

- removed from the existing church site, which must be replaced by either seeking a conditional use permit for a parking lot, or by identifying that the remaining 72 stalls for the church are sufficient for parking needs.
3. The proposed building façade includes the use of concrete panel, metal architectural panel, and a wood based fiber trespas metal panel, which require Plan Commission approval.
 4. Plan Commission site plan review does not include sign approval. Proposed signs must meet the requirements of the Sign Ordinance, and be approved with a separate sign permit(s).
 5. Provide information on the site plan regarding garbage and recycling collection. If collection includes the use of an outdoor enclosure, then provide elevations of the enclosure with colors and materials used.
 6. Required before obtaining occupancy permits:
 - a. The site plan must demonstrate that a sufficient number of existing parking spaces are provided (56 stalls) because there are no new proposed on-site parking lots. Twelve (12) spaces will be lost due to the new construction and approximately 33 spaces will be land divided away onto a new parcel. The successful approval of a conditional use permit for an adjacent parking lot is required to retain the 33 spaces as parking for the site plan. Also, if the adjacent lot is sold to a new owner, a shared parking agreement must be put into place for the shared parking use of the parcel that was divided away. The agreement should be recorded.

Inspection:
None.

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 Common Council.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the site plan request for the addition of a parish center, subject to compliance with the conditions listed in the 'Staff Comments' section of this report.

Staff also recommends APPROVAL of the use of concrete panel, metal architectural panel, and a wood based fiber trespas metal panel on the front, sides, and rear of the proposed parish center addition, and the use of a wood based fiber trespas metal panel at the northwest entry door of the existing church.

	CITY OF DE PERE APPLICATION FOR SITE PLAN REVIEW 8 2019	Fee: \$ 305.00
		Receipt #: 147568
		Date: 07 Nov 2019

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) Groth Design Group	Authorized Representative Peter Schneider	Title Architect	
Mailing Address 700 W Virginia Street - Ste B105	City Milwaukee	State WI	ZIP Code 53204
Email Address pschneider@gdg-architects.com	Phone Number (incl. area code) 262-377-8001	Fax Number (incl. area code) 262-377-8001	

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

Name (Ind. Org. or Entity) St Francis Xavier Parish	Contact Person Marv Wall	Title Project Manager	
Mailing Address 100 S Huron Street	City De Pere	State WI	ZIP Code 54115
Email Address 1marvwall@gmail.com	Phone Number (incl. area code) 920-475-7273	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description 220 S Michigan St, De Pere, WI	Parcel No. ED-920 - Lot 1
---	------------------------------

SECTION 4: Project Information

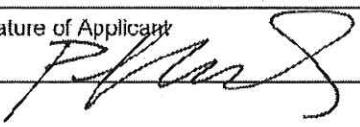
Existing Zoning:	R-4		
Present Use of Parcel:	Worship Facility, church related offices and gathering space		
Proposed Use of Parcel:	Worship Facility, church related offices and gathering space		
Estimated Start Date:	03/01/2020	Estimated Completion Date:	09/30/2020

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.

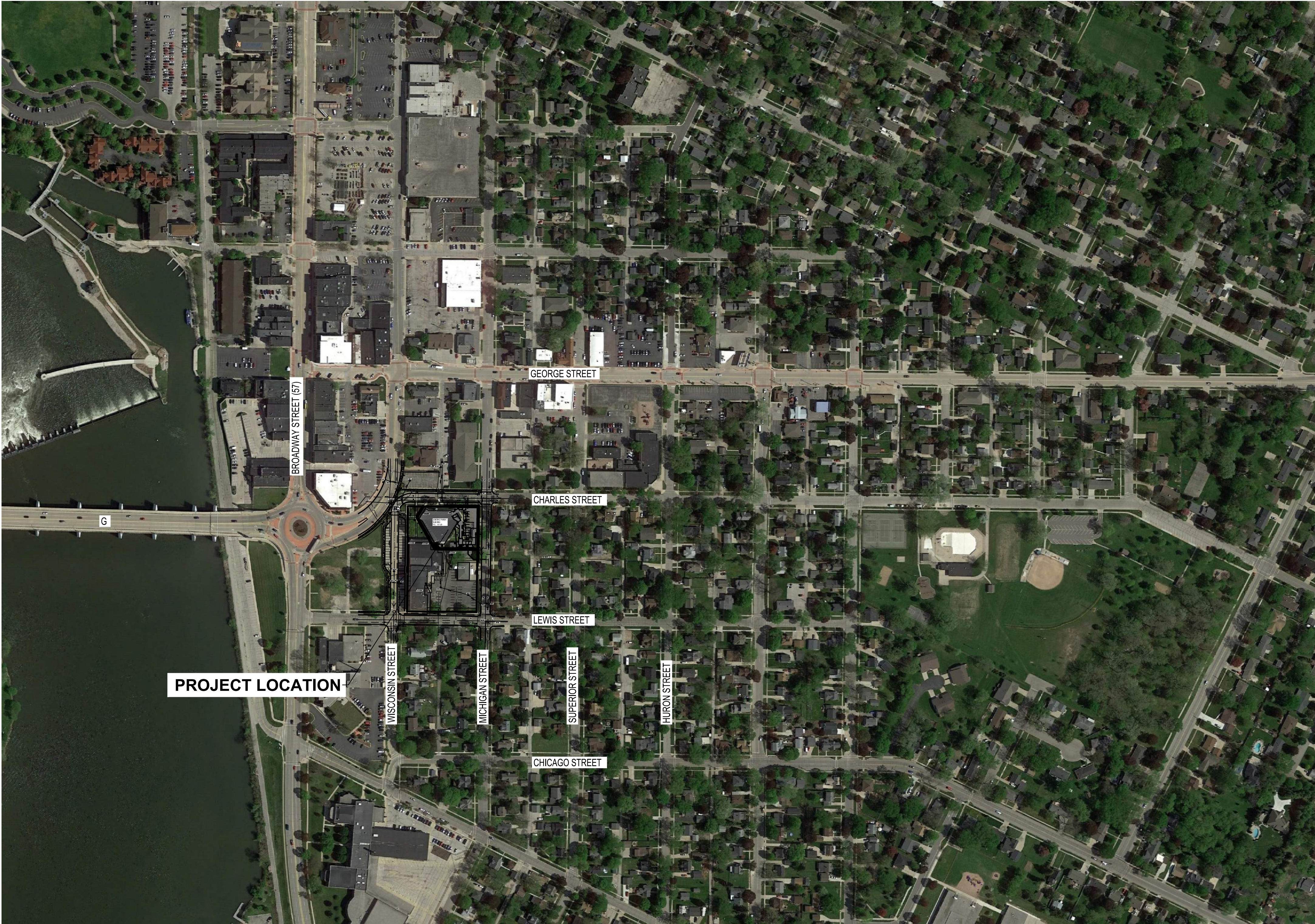
Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Peter Schneider	Title Architect	Phone Number 262-377-8001
Signature of Applicant 		Date Signed 11.08.2019

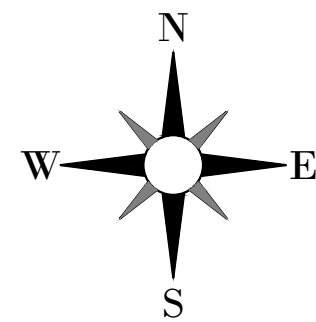
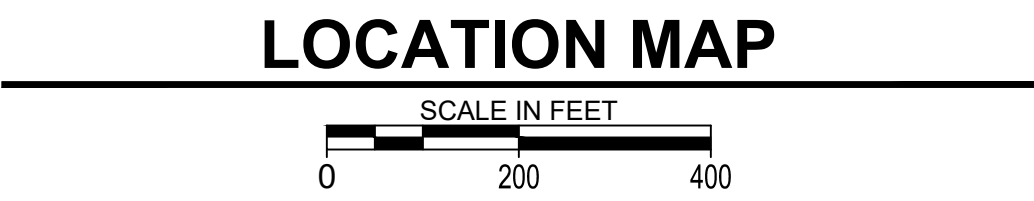
TO BE COMPLETED BY CITY STAFF

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

Attachment: Application Form (8954 : Staff recommendation and possible action regarding a Site Plan request for a parish center building)



CITY OF
DE PERE, WISCONSIN



PROJECT
ADDRESS:

200 South Michigan Street
De Pere, Wisconsin 54115

SITE SUMMARY		
ZONING:		
SITE/LOT AREA:		
EXISTING IMPERVIOUS AREA:		
EXISTING ROOF AREA:		
EXISTING PERVIOUS AREA:		
PROPOSED IMPERVIOUS AREA:		
PROPOSED ROOF AREA:		
PROPOSED PERVIOUS AREA:		
SETBACK REQUIREMENTS		
	BUILDING	PROPOSED
FRONT YARD	-	-
INTERIOR SIDE YARD	-	-
CORNER SIDE YARD	-	-
REAR YARD	-	-

PROJECT GENERAL NOTES

- ALL WORK SHALL CONFORM TO THE CONTRACT DOCUMENTS, WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE OWNER - CONTRACTOR AGREEMENT, THE PROJECT MANUAL (WHICH INCLUDES GENERAL SUPPLEMENTARY CONDITIONS AND SPECIFICATIONS), DRAWINGS OF ALL DISCIPLINES AND ALL ADDENDA, MODIFICATIONS AND CLARIFICATIONS ISSUED BY THE ARCHITECT/ENGINEER.
- CONTRACT DOCUMENTS SHALL BE ISSUED TO ALL SUBCONTRACTORS BY THE GENERAL CONTRACTOR IN COMPLETE SETS IN ORDER TO ACHIEVE THE FULL EXTENT AND COMPLETE COORDINATION OF ALL WORK.
- WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
- FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
- DETAILS SHOWN ARE INTENDED TO BE INDICATIVE OF THE PROFILES AND TYPE OF DETAILING REQUIRED THROUGHOUT THE WORK. DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO DETAILS SHOWN. WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INTENT CANNOT BE DETERMINED, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
- ALL MANUFACTURED ARTICLES, MATERIALS AND EQUIPMENT SHALL BE APPLIED, INSTALLED, CONNECTED, ERECTED, CLEANED AND CONDITIONED ACCORDING TO MANUFACTURERS' INSTRUCTIONS. IN CASE OF DISCREPANCIES BETWEEN MANUFACTURERS' INSTRUCTIONS AND THE CONTRACT DOCUMENTS, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
- ALL DISSIMILAR METALS SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO AVOID GALVANIC CORROSION.
- THE LOCATION AND TYPE OF ALL INPLACE UTILITIES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY AND ARE ACCURATE AND COMPLETE TO THE BEST OF THE KNOWLEDGE OF I & S GROUP, INC. (ISG). NO WARRANTY OR GUARANTEE IS IMPLIED. THE CONTRACTOR SHALL VERIFY THE SIZES, LOCATIONS AND ELEVATIONS OF ALL INPLACE UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.
- THE CONTRACTOR IS TO CONTACT "DIGGERS' HOTLINE" FOR UTILITY LOCATIONS, MINIMUM 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION / CONSTRUCTION (811 OR 1-800-242-8511).



SPECIFICATIONS REFERENCE

ALL CONSTRUCTION SHALL COMPLY WITH THE CITY OF DE PERE REQUIREMENTS, WISDOT STANDARD SPECIFICATIONS, 2019 EDITION, WISDOT CONSTRUCTION AND MATERIALS MANUAL, CURRENT EDITION, WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES STATE PLUMBING CODE, CURRENT EDITION, AND STANDARD SPECIFICATION FOR SEWER & WATER CONSTRUCTION IN WISCONSIN, 6th EDITION, UNLESS DIRECTED OTHERWISE.

PROJECT DATUM

HORIZONTAL COORDINATES HAVE BEEN REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD83), 2011 ADJUSTMENT (NAD83(2011)) ON THE BROWN COUNTY COORDINATE SYSTEM, IN U.S. SURVEY FEET.

TOPOGRAPHIC SURVEY

THIS PROJECT'S TOPOGRAPHIC SURVEY CONSISTS OF DATA COLLECTED IN JUNE 2019, BY ISG.

B.M. ELEVATION = 611.91

TAG BOLT ON FIRE HYDRANT LOCATED
NORTHWEST CORNER OF PROPERTY

LEGEND

EXISTING

- SECTION LINE
- QUARTER SECTION LINE
- RIGHT OF WAY LINE
- PROPERTY / LOTLINE
- EASEMENT LINE
- ACCESS CONTROL
- WATER EDGE
- WETLAND BOUNDARY
- WETLAND / MARSH
- FENCE LINE
- CULVERT
- STORM SEWER
- SANITARY SEWER
- SANITARY SEWER FORCEMAIN
- WATER
- GAS
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- UNDERGROUND TV
- OVERHEAD UTILITY
- UNDERGROUND UTILITY
- UNDERGROUND FIBER OPTIC
- CONTOUR (MAJOR)
- CONTOUR (MINOR)
- DECIDUOUS TREE
- CONIFEROUS TREE
- TREE LINE
- MANHOLE/STRUCTURE
- CATCH BASIN
- HYDRANT
- VALVE
- CURB STOP
- POWER POLE
- UTILITY PEDESTAL / CABINET

PROPOSED

- LOT LINE
- RIGHT OF WAY
- EASEMENT
- CULVERT
- STORM SEWER
- STORM SEWER (PIPE WIDTH)
- SANITARY SEWER
- SANITARY SEWER (PIPE WIDTH)
- WATER
- GAS
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- UNDERGROUND TV
- CONTOUR
- MANHOLE
- CATCH BASIN
- HYDRANT
- VALVE



GROTH
Design
Group

700 W VIRGINIA AVE
SUITE 8105
MILWAUKEE, WISCONSIN 53204
PH. (414) 810-7613



GREEN BAY OFFICE
115-3 PINE STREET
GREEN BAY, WISCONSIN 54301
PHONE: 920.434.2128

PROJECT

ST. FRANCIS
XAVIER

ST. FRANCIS
XAVIER PARISH
CENTER

200 S MICHIGAN
STREET
DE PERE, WI 54115

ISSUE

NO. REV. DATE DESCRIPTION

PROJECT INFO

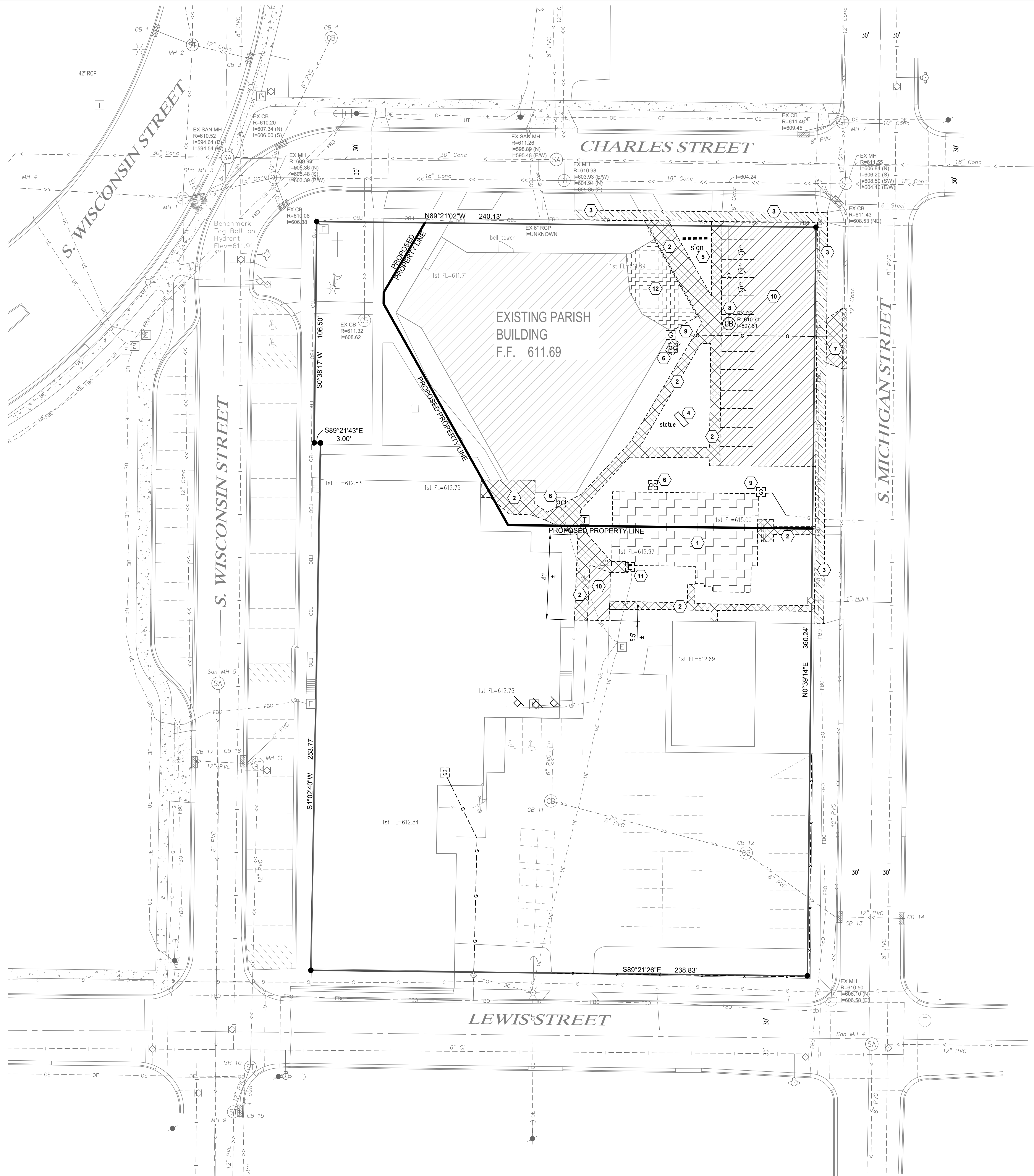
Date
-
Project No.
-

SHEET TITLE

SITE DATA

C0-10

SCHEMATIC DESIGN



REMOVAL LEGEND

SYMBOL	DESCRIPTION
	REMOVE BITUMINOUS PAVEMENT
	REMOVE CONCRETE PAVEMENT
	REMOVE CONCRETE SIDEWALK
	DEMOLISH BUILDING

CONTRACTOR SHALL VERIFY EXISTING PAVEMENT SECTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES. PAVEMENT REMOVALS SHALL INCLUDE FULL DEPTH SAWCUT & SECTION REMOVAL.

GENERAL DEMOLITION NOTES:

- BEFORE DEMOLITION BEGINS, INSTALL EROSION CONTROL MEASURES.
- ALL DEMOLITION WORK SHALL BE PERFORMED WITH "DUE CARE AND DILIGENCE" SO AS TO PREVENT THE ARBITRARY DESTRUCTION OR INTERRUPTION OF CONCEALED UTILITIES WHICH ARE INTENDED TO REMAIN IN USE AND THE ROUTING FOR WHICH COULD NOT BE PREDETERMINED UNTIL DEMOLITION WAS STARTED. ALL SUCH DISCOVERIES OF UTILITIES DURING THE DEMOLITION PROCESS WHICH ARE IN A LOCATION DIFFERENT FROM THAT INDICATED, OR ARE UNIDENTIFIED, SHALL BE REPORTED TO THE ARCHITECT / ENGINEER.
- REMOVE ALL CONSTRUCTION DESIGNATED TO BE REMOVED TO RECEIVE NEW WORK AS INDICATED IN THE DEMOLITION KEY. CONFIRM WITH OWNER ALL ITEMS TAGGED FOR REMOVAL THAT SHOULD REMAIN IN THEIR POSSESSION OR BE REMOVED FROM SITE.
- REMOVE PORTIONS OF EXISTING CONSTRUCTION AS SHOWN AND PATCH TO ADJACENT CONSTRUCTION.
- OVERHEAD UTILITIES ARE NOT SHOWN ON THE PLANS.
- ALL UNDERGROUND STRUCTURES AND UTILITIES HAVE BEEN SHOWN TO A REASONABLE DEGREE OF ACCURACY AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THEIR EXACT LOCATIONS.

DEMOLITION KEY:

REFERENCE MIRON CONSTRUCTION SCHEDULE FOR SPECIFIC DEMOLITION PHASING. THIS DRAWING IS MEANT TO SUMMARIZE FINAL SITE DESIGN.

- REMOVE EXISTING BUILDING INCLUDING FOUNDATIONS.
- REMOVE EXISTING CONCRETE WALKS AND STAIRS.
- REMOVE PORTION OF EXISTING CONCRETE CITY SIDEWALK.
- REMOVE EXISTING STATUE AND BASE.
- REMOVE EXISTING SIGN.
- REMOVE EXISTING HVAC EQUIPMENT AND CONCRETE PADS.
- REMOVE APRON AND CURBING AT EXISTING DRIVEWAY LOCATION, AND ADJACENT PAVING AS NEEDED PER DETAILS ON SHEET C0-20 AND CITY STANDARDS.
- REMOVE EXISTING CATCH-BASIN AND ASSOCIATED STORM PIPING TO PROPERTY LINE. CAP UNTIL BUILDING STORM IS INSTALLED.
- REMOVE EXISTING GAS METER, DISCONNECT AND REMOVE PORTION OF EXISTING GAS LINE PER UTILITY PROVIDER REQUIREMENTS.
- REMOVE EXISTING ASPHALT PAVING TO EXTENT OF PROJECT CONSTRUCTION LIMITS.
- REMOVE EXISTING ELECTRICAL TRANSFORMER, REFERENCE SITE ELECTRICAL DEMOLITION PLAN.
- REMOVE PORTION OF EXISTING BUILDING, REFERENCE ARCHITECTURAL DEMOLITION PLANS.

GENERAL UTILITY NOTES:

- WORK WITHIN THE RIGHT-OF-WAY SHALL REQUIRE AN EXCAVATION PERMIT AND INSPECTION BY CITY STAFF. INSPECTION REQUIRES A MINIMUM 48 HOUR NOTICE.
- NEW OR RE-ESTABLISHED LATERALS SHALL BE INSPECTED BY CITY STAFF FOR INCLUSION ON CITY LATERAL CARD.



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Design
Group

700 W VIRGINIA AVE
SUITE 8105
MILWAUKEE, WISCONSIN 53204

PH. (414) 810-7613



GREEN BAY OFFICE
115-3 PINE STREET
GREEN BAY, WISCONSIN 54301
PHONE: 920.434.2128

PROJECT

**ST. FRANCIS
XAVIER**
**ST. FRANCIS
XAVIER PARISH
CENTER**

**200 S MICHIGAN
STREET**
DE PERE, WI 54115

ISSUE

NO. REV. DATE DESCRIPTION

PROJECT INFO

Date

-

Project No.

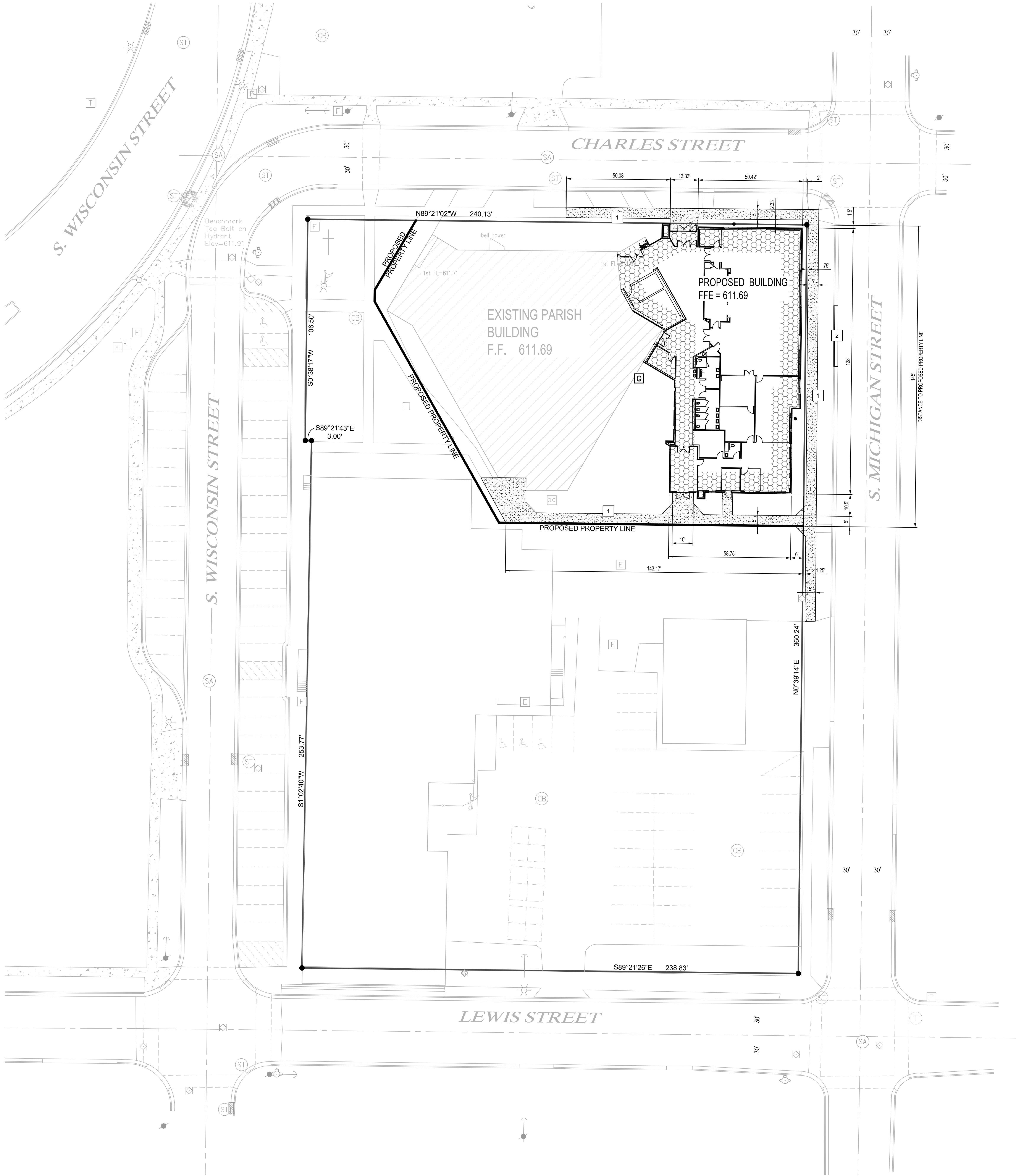
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SHEET TITLE

EXISTING SITE AND REMOVAL PLAN

C2-10

© Groth Design Group, Inc.



PAVEMENT LEGEND	
SYMBOL	DESCRIPTION
	SIDEWALK CONCRETE

GENERAL NOTES:

1. REFER TO STRUCTURAL DRAWINGS FOR STOOP FOUNDATIONS.
2. PROVIDE A CONCRETE BOND BREAK ALONG CONCRETE AND BUILDING STRUCTURES. PROVIDE ISOLATION JOINTS IN CONCRETE PAVEMENT AROUND CONCRETE PIERS.

- CONSTRUCTION KEY:
- 1 SIDEWALK CONCRETE PAVING, SEE DETAIL ON SHEET C0-20.
 - 2 24" CONCRETE CURB AND GUTTER (WITH ADJACENT PAVING WHERE SHOWN, PER CITY REQUIREMENTS), SEE DETAILS ON SHEET C0-20, (TYP.).



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PROJECT

ST. FRANCIS
XAVIER
ST. FRANCIS
XAVIER PARISH
CENTER

200 S MICHIGAN
STREET
DE PERE, WI 54115

ISSUE

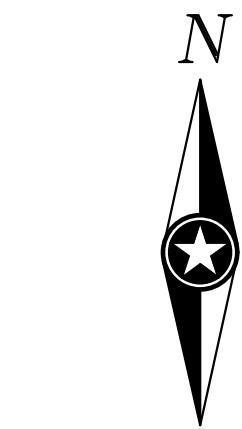
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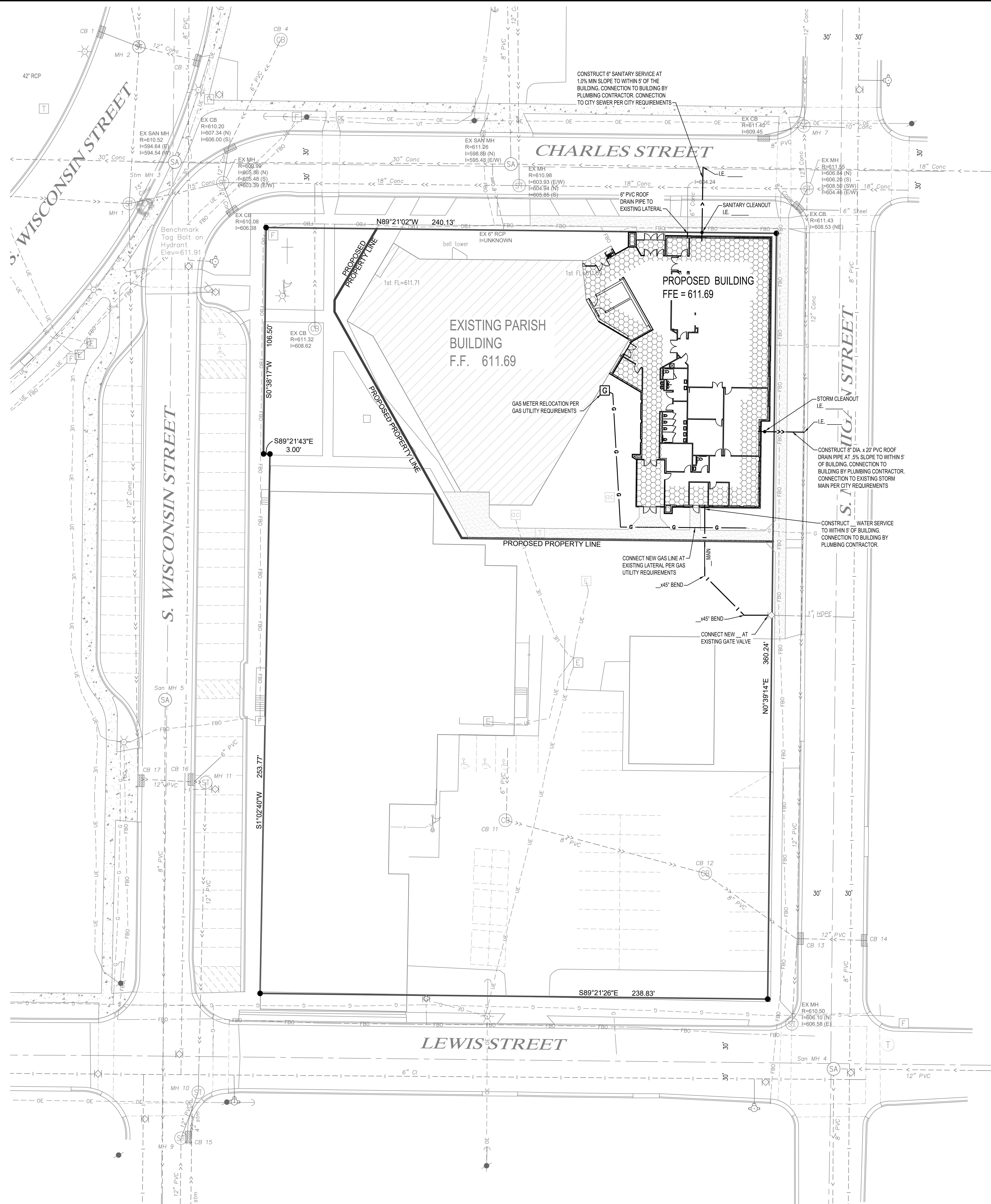
Date
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Project No.
-

SHEET TITLE

PROPOSED SITE PLAN



C3-10



UTILITY LEGEND

EXISTING		PROPOSED
---	>>---	STORM DRAIN
---	---	SANITARY SEWER
---	II>---	SANITARY SEWER FORCEMAIN
---	I---	WATER MAIN
---	G---	GAS
---	OE---	OVERHEAD ELECTRIC
---	UE---	UNDERGROUND ELECTRIC
---	UT---	UNDERGROUND TELEPHONE
---	UTV---	UNDERGROUND TV
---	OHL---	OVERHEAD UTILITY
---	UTL---	UNDERGROUND UTILITY
---	FBO---	FIBER OPTIC

NOTE:
CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES.

GENERAL NOTES:

- CONNECT NEW WATER, SANITARY, AND STORM PIPING TO EXISTING LATERALS, MAINS, AND WATER MAIN PER CITY REQUIREMENTS AND SPECIFICATIONS.
- IF REQUIRED WATER METER IS LARGER THAN 1" DIA, NOTIFY WATER DEPARTMENT AT (920) 339-4063 AT LEAST ONE MONTH IN ADVANCE, SO METER CAN BE ORDERED.
- WATER SERVICES LARGER THAN 4" DIA, REQUIRE ADDITIONAL TESTING, (E.G. PRESSURE, SAFE SAMPLE).
- WORK WITHIN THE RIGHT-OF-WAY SHALL REQUIRE AN EXCAVATION PERMIT AND INSPECTION BY CITY STAFF. INSPECTION REQUIRES A MINIMUM 48 HOUR NOTICE.
- NEW OR RE-ESTABLISHED LATERALS SHALL BE INSPECTED BY CITY STAFF FOR INCLUSION ON CITY LATERAL CARD.
- REFERENCE SITE ELECTRICAL SHEETS FOR SITE LIGHTING.



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PROJECT

**ST. FRANCIS
XAVIER**

**ST. FRANCIS
XAVIER PARISH
CENTER**

**200 S MICHIGAN
STREET
DE PERE, WI 54115**

ISSUE

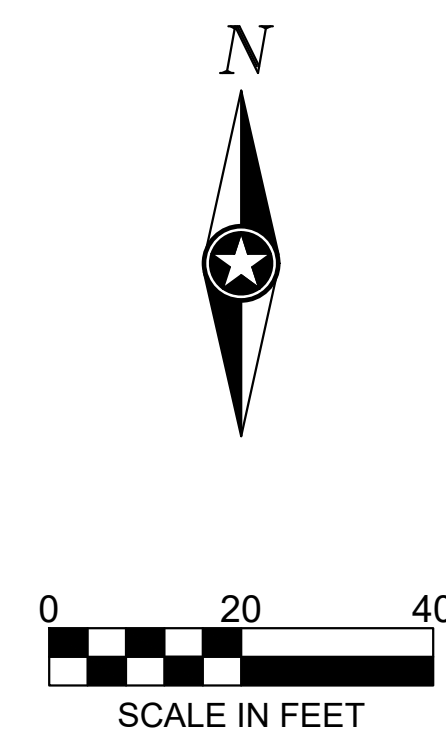
NO. REV. DATE DESCRIPTION

PROJECT INFO

Date _____
Project No. _____

SHEET TITLE

SITE UTILITY PLAN



C3-20

Broadleaf Deciduous Tree						
Quantity	Code Name	Symbol	Scientific Name	Common Name	Planting Size	Comments
1	AcpaJO		<i>Acer palmatum</i> var. <i>dissectum</i> 'Jeddelloh Orange'	Jeddelloh Orange Japanese Maple	42" - B&B	
1	Ceca		<i>Cercis canadensis</i>	Eastern redbud	2" Cal - B&B	
1	PrceC		<i>Prunus cerasifera</i> 'Cipriziam'	Crimson Pointe Flowering Plum	4 1/2" pot	
2	PycaC		<i>Pyrus calleryana</i> 'Chanticleer'	Chanticleer Pear	2" Cal - B&B	
-	Extg		Existing to Remain	Existing		

Conifer Evergreen Tree						
Quantity	Code Name	Symbol	Scientific Name	Common Name	Planting Size	Comments
6	JusCM		Juniperus scopulorum 'Medora'	Medora Juniper	4' - 5' - B&B	
-	Extg		Existing to Remain	Existing to Remain	Existing	

Quantity	Code Name	Symbol	Scientific Name	Common Name	Planting Size	Comments
11	HyinK		Hypericum x inodorum 'Kairos'	FloralBerry Rose St. John's Wort	18" - Cont	
8	PhopJ		Physocarpus opulifolius 'Jefam'	First Editions Amber Jubilee Ninebark	18" - 24"- Cont	
3	RomeCC		Rosa 'Meiriansols'	Candy Cane Cocktail Rose	18" - Cont	
32	SychBS		Symphoricarpos chenaultii 'Blade of Sun'	Blade of Sun Snowberry	12" - 15" - Cont	
-	Extlg		Existing to Remain	Existing to Remain	Existing	

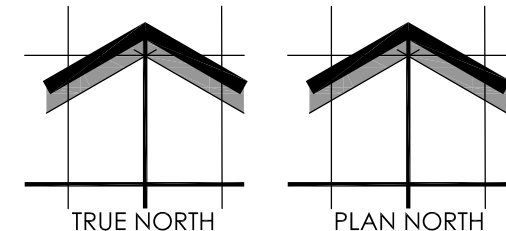
Broadleaf Deciduous Vine						
Quantity	Code Name	Symbol	Scientific Name	Common Name	Planting Size	Comments
1	HyamM		Hydrangea anomala petiolaris 'Miranda'	Miranda Climbing Hydrangea	4 1/2' pot	

Quantity	Code Name	Symbol	Scientific Name	Common Name	Planting Size	Comments
2	BuGM		Buxus 'Green Mountain'	Green Mountain Boxwood	30" - 36" - B&B	
16	BuGV		Buxus 'Green Velvet'	Green Velvet Boxwood	18" - 24" - Cont	
8	RhF		Rhododendron x 'Firestorm'	Firestorm Rhododendron	4 1/2' pot	

Quantity	Code Name	Symbol	Scientific Name	Common Name	Planting Size	Comments
3	ThoCH		Thuja occidentalis 'Holmstrup'	Holmstrup Dwarf Arborvitae	2' - 3' - B&B	
-	Extg		Existing to Remain	Existing to Remain	Existing	

Quantity	Code Name	Symbol	Scientific Name	Common Name	Planting Size	Comments
24	DecaNL		Deschampsia caespitosa 'Northern Lights'	Northern Lights Tufted Hair Grass	1-Gal - Cont	
10	MisiP		Miscanthus sinensis 'Purpurascens'	Purple Silver Grass	1-Gal - Cont	
6	SphET		Sporobolus heterolepis 'Tara'	Tara Prairie Dropseed	1-Gal - Cont	

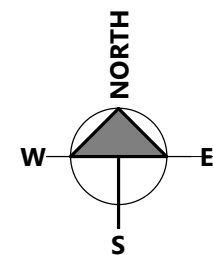
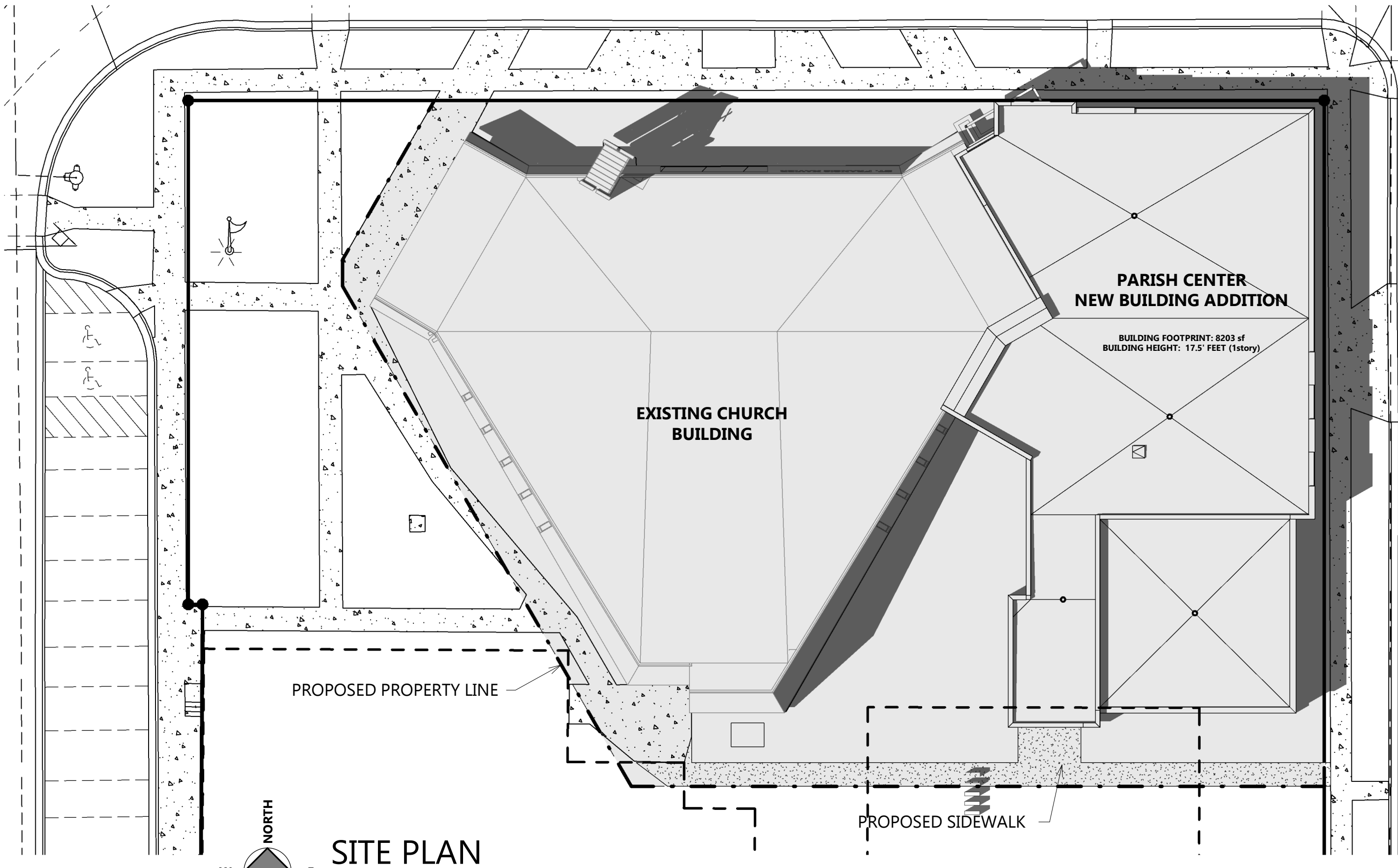
Quantity	Code Name	Symbol	Scientific Name	Common Name	Planting Size	Comments
17	HePF		Heuchera x 'Peach Flambe'	Peach Flambe Coral Bells	1-Gal - Cont	



0 4 8 16 32

SCALE: 1" = 16'-0"

SHEET NUMBER: LSP1.1
01/12/2018
L18-000



SITE PLAN

1" = 20'-0"

SITE ZONING: R-4 General Residence Office District
BUILDING ADDITION FOOTPRINT: 8203 sf
MAXIMUM BUILDING HEIGHT: 20 feet (1 story)

**PARISH CENTER
NEW BUILDING ADDITION**

BUILDING FOOTPRINT: 8203 sf
BUILDING HEIGHT: 17.5' FEET (1story)

**EXISTING CHURCH
BUILDING**

PROPOSED PROPERTY LINE

PROPOSED SIDEWALK

ST FRANCIS XAVIE
220 S MICHIGAN STREE
DE PERE,



FLOOR PLAN

GROSS SQUARE FOOTAGE = 8,203 sf

3/32" = 1'-0"



10.25.2019

ST FRANCIS XAVIER
220 S MICHIGAN STREET
DE PERE, WI 54115

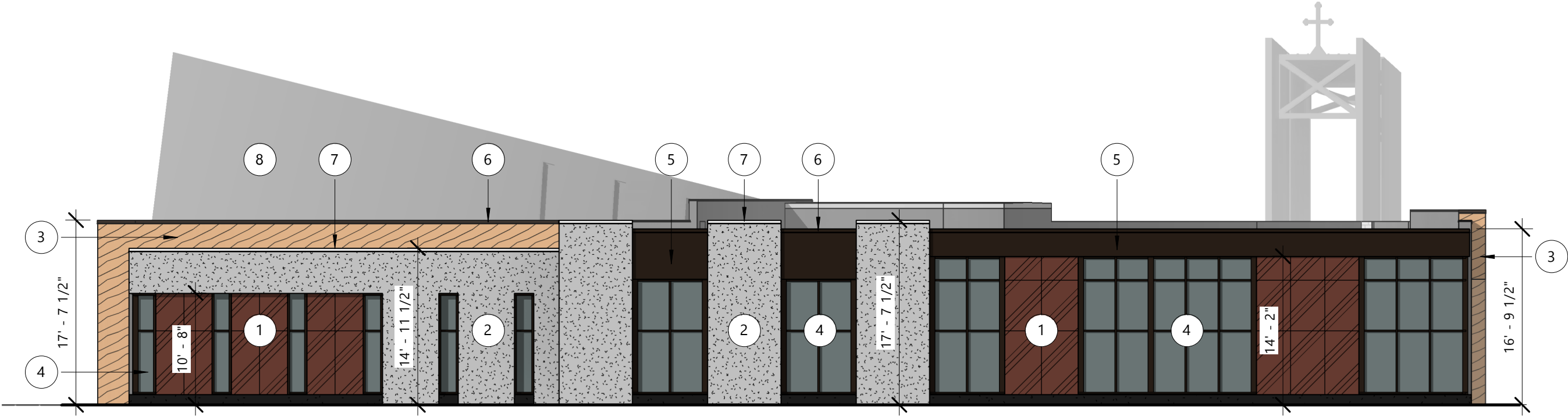
KEYED EXTERIOR ELEVATIONS	
TAG #	DESCRIPTION

- 1 PAC-CLAD ARCHITECTURAL PANEL "Weathered Steel"
- 2 CONCRETEWORKS EAST CONCRETE PANEL "Coastal BF"
- 3 TRESPA METEON PANEL "Light Mahogany" NW18/ST
- 4 ALUMINUM STOREFRONT WINDOW SYSTEM - DESIGN BASIS: KAWNEER 601UT
- 5 PREFINISHED METAL FASCIA - PAINT TO MATCH STOREFRONT
- 6 PREFINISHED METAL COPING - PAINT TO MATCH STOREFRONT
- 7 PREFINISHED METAL COPING - GRAY
- 8 EXISTING BUILDING TO REMAIN



NORTH ELEVATION

3/32" = 1'-0"



EAST ELEVATION

3/32" = 1'-0"



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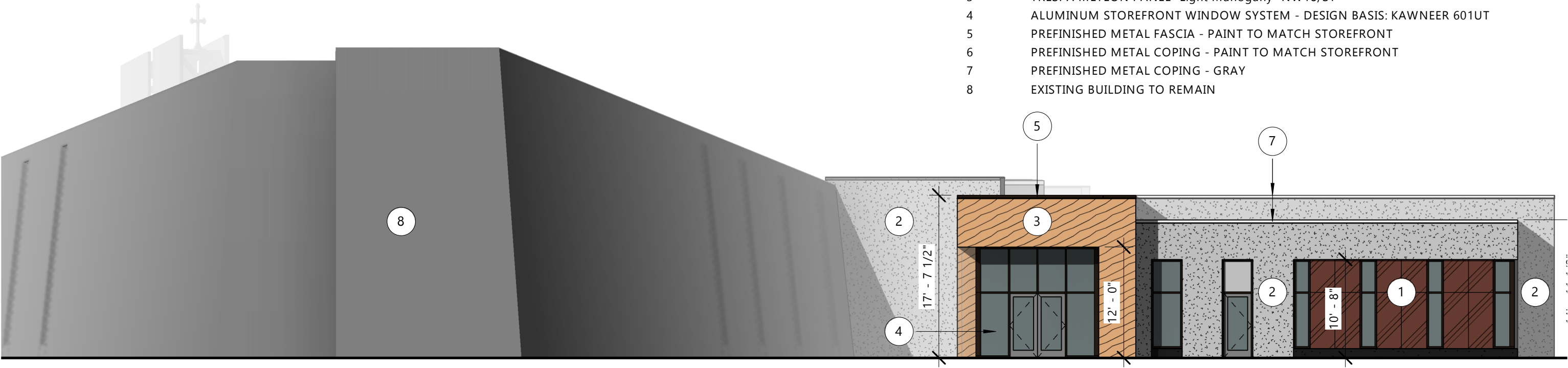
11.06.2019

ST FRANCIS XAVIE
220 S MICHIGAN STREE
DE PERE, Packet Pg. 119

Attachment: Site Plan - Civil-Landscape-Architectural - PRELIMINARY - 08 Nov 2019 (8954 : Staff recommendation and possible action

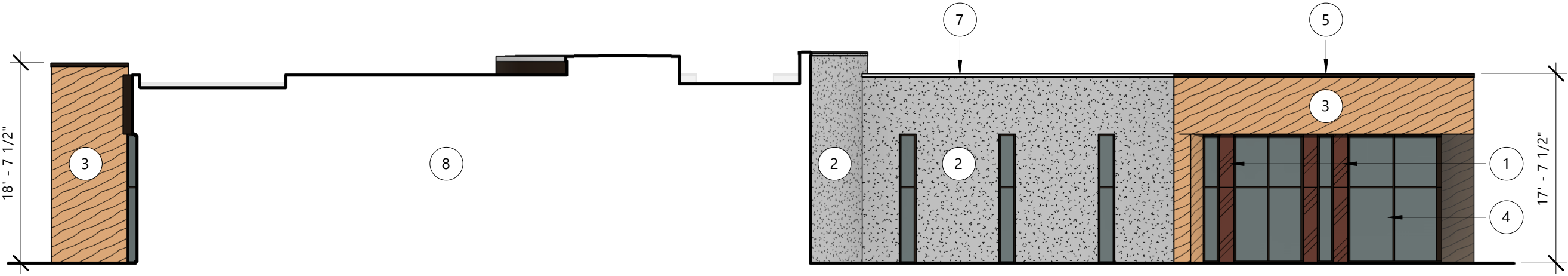
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- 6 PREFINISHED METAL COPING - PAINT TO MATCH STOREFRONT
- 7 PREFINISHED METAL COPING - GRAY
- 8 EXISTING BUILDING TO REMAIN



SOUTH ELEVATION

3/32" = 1'-0"



WEST ELEVATION

3/32" = 1'-0"



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11.06.2019



NORTHWEST PERSPECTIVE



NORTHEAST PERSPECTIVE



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ST FRANCIS XAVIER
220 S MICHIGAN STREET
DE PERE, WI 54115



SOUTHEAST PERSPECTIVE



SOUTHWEST PERSPECTIVE



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10.25.2019

ST FRANCIS XAVIER
220 S MICHIGAN STREET
DE PERE, WI 54115



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: November 25, 2019

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: Staff recommendation and possible action regarding modifications to Section 46(6) of the Platting and Land Division Code to accommodate the reduction of the width of certain minor street right-of-ways (ROW) from 70-feet to 60-feet. *

ATTACHMENTS:

- Memo to Plan Commission - Revision to Code 46-4 FINAL (DOCX)

CITY OF DE PERE MEMO



To: Plan Commission
 From: Peter Schleinz, Senior Planner | Zoning Administrator
 Date: November 25, 2019

RE: Proposed modification to Section 46-4(6) of the Platting and Land Division Code, related to the reduction of the width of certain minor right-of-ways. *

Introduction

This is a request to modify Section 46-4(6) of the Platting and Land Division Code to accommodate the reduction of the width of certain minor street right-of-ways (ROW) from 70-feet to 60-feet.

When staff and the Plan Commission review subdivisions, minor street ROW is verified to have a minimum width of 70-feet. There are exceptions where minor street ROW may be reduced to 60-feet when the minor street ROW is less than 1,000 feet long, or when the proposed developable lots have a depth of less than 110 feet deep. In the case of a reduction, tree planting easements are required to be added to adjacent lots.

Due to recent changes in the construction of streets, the width from curb-to-curb has been reduced for many minor streets. For example, the width from back of curb-to-curb for a minor street with parking on one side is typically 29 feet wide, which easily fits within a 60 foot ROW. Thus, the ability to reduce minor street ROW from 70-feet to 60-feet has been suggested by developers and staff for 'narrow street design' scenarios that are not included with the two scenarios referenced above.

The Existing Code Text for Section 46-4(6) with Proposed Modification in Red

(6) *Width*. All streets shall be of the width specified on the official map or, if no width is specified there, they shall be not less than the width specified as follows:

- a. Highways: 80 feet plus eight-foot tree planting easement on both sides of right-of-way.
- b. Collector streets: 80 feet.
- c. Minor streets: 70 feet.

~~d. Exceptions: Where a minor residential street, including any proposed extension, does not exceed 1,000 feet in length, a street 60 feet in width with an eight-foot tree planting easement shall be permitted; or when a minor residential street would necessitate lots with depths less than 110 feet, a street 60 feet in width with eight-foot tree planting easements shall be permitted.~~

- d. Minor streets designed with parking on one side: 60 feet plus eight-foot tree planting easement on both sides of right-of-way.

Review Process

Revisions to Chapter 46 of the Municipal Code are reviewed by the Plan Commission and the Common Council without a public hearing. The Common Council is scheduled to review this item on December 17, 2019.

Staff Recommendation

Staff recommends that Sections 46-4(6)(c) & (d) of the Platting and Land Division Code be modified to allow for 60-foot ROW when there is either parking on one side of a minor street or when there is no parking on the minor street, subject to approval by Department of Public Works and the inclusion of tree planting easements.



City of De Pere, Wisconsin

Request For Plan Commission Action

MEETING DATE: November 25, 2019

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: Staff recommendation and possible action regarding DRAFT Zoning Code Module 3, related to parking & access, landscaping & screening, language, measurements & definitions, and signs.

ATTACHMENTS:

- Memo to Plan Commission - Module 3 - 25 Nov 2019 (DOCX)
- Module 3 - November 2019 (PDF)

CITY OF DE PERE MEMO



To: Plan Commission
 From: Peter Schleinz, Senior Planner | Zoning Administrator
 Date: November 25, 2019

RE: DRAFT Zoning Code Module 3 – Summary of Significant Changes When Compared to Municipal Code 14-55 through 14-58 (parking & access), 14-24 & 14-60 (landscaping & screening), 14-03 (language, measurements & definitions) and Municipal Code 91 (signs).

Introduction

DRAFT Zoning Code Module 3 (Articles VII, X, XI & XVI) is being presented to the Plan Commission for review and comment. This is the third of three modules to be presented to Plan Commission. The Plan Commission was presented Module 1 on July 22, 2019 and Module 2 on October 28, 2019.

Public Review

Following the Plan Commission review, all modules of the DRAFT Zoning Code will be combined into one document and presented to the public during an open public review along with a series of public review sessions. The public review will begin in January 2020.

Plan Commission & Council Final Review

Revisions, based on information gathered during the public reviews, will be made and a Final Draft version of the Code and zoning map will be returned to the Plan Commission for a final recommendation approval, Common Council public hearing, and Common Council final approval. The final review phases are expected to begin in the spring of 2020. Depending on how minimal any revisions are needed, final approval may occur by mid-2020.

Zoning Code Module 3 Summary of Changes

Many regulations from the existing zoning code will be carried over to the new code, some regulations will be added and some will be removed. The following table is a brief summary of substantial or content related changes proposed in Zoning Code Module 3, when compared to the existing Municipal Code Chapters 14 and 98. The subject sections of the proposed new and existing codes relate to zoning categories, allowed uses, and related regulations.

Because the zoning code project is a complete rewrite, including a new format, a redlined version of the existing Municipal Code is not available. If there are any questions about the proposed Module 3 or the modifications, please contact us prior to the meeting.

Summary of Significant Changes

DRAFT Module 3	EXISTING Code	Summary of Changes
Article VII, Parking Districts Section 14-81(5) Use of Off-Street Parking Areas	The permitted use for off-street parking lots does not include temporary or seasonal uses.	With a permit, may include seasonal and holiday sales (spring gardening supplies, Christmas trees, etc.).
Section 14-81 Parking Ratios	Parking lot requirements don't include a maximum allowed number of parking stalls.	In the downtown MX1 District only: 1. There are no minimum parking requirements for non-residential uses. 2. The maximum parking lot size for non-residential uses may not exceed 125% of the minimum requirement identified for other districts.
Section 14-81, Table 8-1 Parking Ratios	Many parking lot requirements were outdated and included very specific uses.	Parking requirements utilize general use categories to easily cover various development types.
Section 14-83 Parking Reductions and Credits	Minimum parking lot stall requirements apply to all building locations and uses.	Credits for nearby public parking and bicycle parking may reduce the minimum parking requirement. Shared parking stalls may be established for non-residential parking lots where spaces are used at different times of day.
Section 14-84 Bicycle Parking	Code does not address bicycle parking requirements.	A basic requirement for bicycle parking has been added (development of this section is still in progress).
Section 14-85 Location of Off-Street Parking	Off-site parking is allowed within 300 feet of a business or industrial use only.	Off-street parking is allowed within 500 feet of all non-residential uses. This adds churches, schools, civic buildings, etc. that require "on-property" parking" with the existing code.
Section 14-86 Parking Area Layout and Design Section 14-87 Driveways and Curbscuts Section 14-88 Stacking Spaces	Certain dimensions and graphics are outdated.	Tables and figures provide up-to-date dimensions and requirements with illustrations. Support text clarifies that required pavement is limited to necessary drives, walkways and parking spaces, with other areas being landscaped. Access to a lot in the X Districts is established for alleys and non-primary street frontages.

DRAFT Module 3	EXISTING Code	Summary of Changes
Article VII, Landscaping and Screening All Sections	Sections 14-24 and 14-60 require a landscape plan with required tree counts and open space, established by zoning district.	A more complete landscaping plan requirement includes design and location. Clarified requirements added for street trees, parking lot landscaping, foundation landscaping, and screening. Requirements for use of mulch and options for fences and walls are added. Requirements for ongoing maintenance, installation within 120 days of occupancy, and replacement within 90 days of 'written notice' are added.
Article XII, Signs All Sections	Sign Code is found in Municipal Code 98.	All sign regulations from the original Municipal Code chapter 98 are part of Zoning Code Article XI (Signs).
Section 14-115 Signs Requiring a Sign Permit	Code includes outdated language and missing sign types.	'Directional signs' are retitled to be 'driveway signs.' 'Public signs' are retitled to be 'required signs.' 'Temporary civic signs' are retitled to be 'Special event signs.' Flags pennants and banners (without commercial messages) are clarified to be permitted outside of the right-of-way only. A category is added for drive-thru signs.
Section 14-116 General Design	A consistent procedure to measuring a sign was not clear.	Measurements for signs, including clearance, height, size and area are spelled out with illustrations. Measurements for spherical (round) signs is added.
Section 14-116 General Design	The calculations for multitenant buildings offered three options (linear frontage, percentage of frontage, or agreed sizes), which are difficult to track as tenants and signage requests change.	Multi-tenant building sizes are simplified to be based on street frontage with a minimum and maximum sign size, that addresses smaller or larger tenants. Note: tables in the code are also updated to allow varying sign sizes based on where a building is located (e.g. – larger by US-41 where distance may be an issue, and smaller in downtown where up-close signs are easier to read).
Section 14-117 Special Signs	Size limitations for changeable copy signs was a confusing list.	An easy to read table was added that simplifies the size limitations for changeable copy signs. Note: The measurements did not change.

DRAFT Module 3	EXISTING Code	Summary of Changes
Section 14-117 Special Signs	Sandwich Board dimension and design standards are confusing, with placement requirements that are not flexible.	Sandwich board dimension and design standards are established. Sign placement has additional options that will not block a 5 foot wide walking area, parking areas, and bike racks, etc. Clarification added about using sandwich boards only while a business is open. Violation element added where the use of a sandwich board ends for 12 months if two violations occur.
Section 14-118 Signs Permitted	There is no convenient table that identifies all permitted signs by zoning districts.	Table 11-2 is added, which identifies all sign types and the zoning categories where the sign is permitted. This is a “quick reference” table that is modeled after the principal use tables in Module 2.
Section 14-119 Regulations for Specific Sign Types	Five tables at end of Code identify permitted signs by general use (residential, commercial, industrial, Conservancy and Main Street Overlay).	Multiple tables have been added, one for each sign type, which offer specific criteria for each new zoning category. The criteria allows for increasing sizes of signs as the zoning categories change from the downtown, to the entry gateways, freeway frontages, and the industrial parks. There aalso are minimum/maximum sign sizes for very narrow or wide store frontages. The method for measuring sign area changes from a basic box to a polygon around letters, allowing for signs with “air space” to be larger. A minimum sign size of 25 SF is established, which benefits street fronted buildings and multi-tenants with street frontage that totals less than 25 linear feet. Example: Prior to requesting a 54 SF sign variance in July 2019, “UPS Store” was allowed to have a 23 SF sign in the B-2 District. With the new Code a 34.5 SF sign would be allowed in the new MX3 District (<i>still less than the requested variance</i>).
Section 14-119 Regulations for Specific Sign Types	Internal illumination of signs is prohibited in the Main Street Overlay.	The addition of internal illumination is allowed on the downtown X Districts, C District, and O District if the illumination is the lettering only.

DRAFT Module 3	EXISTING Code	Summary of Changes
Section 14-119 Regulations for Specific Sign Types	Monument signs must be setback 15 feet from a right-of-way line.	Monument signs can be setback 5 feet from a right-of-way sign, provided it does not interfere with easements. This change is made to encourage the use of monument signs instead of pole signs.
Section 14-119 Regulations for Specific Sign Types	Pole signs are allowed to be 35 feet tall along USH 41 and 20 feet tall in the B-2 / B-3 Districts.	Pole sign height is 20 feet tall in the C & O Districts (mostly USH 41 & Ashland Avenue) and 15 feet tall in the MX3 and GX2 Districts (mostly Main Avenue area and also within some edges of the downtown). Right-of-way setbacks change from 0 feet to 10 feet.
Section 14-119 Regulations for Specific Sign Types	Art-type signs are not addressed.	A section has been added to permit Art Display type signs that would be larger than a monument sign (development of section is in progress).
Article XVI, Language, Measurements and Definitions All Sections	Measurements and definitions are at the beginning of, or mixed throughout, the Zoning Code and the Sign Code.	Specific measurements are clarified and definitions for items that are called out in Module 2 are at the end of the Code in Section 14-161.
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W I S C O N S I N

ZONING ORDINANCE

Module 3.0

General Development Regulations



NOVEMBER 2019

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DRAFT**ARTICLE VIII. PARKING AND ACCESS**

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14-80 General**(1) Purpose**

- (a) The parking regulations of this article are intended to help ensure that off-street parking facilities are provided to meet the basic day-to-day needs of shoppers, employees, visitors and residents while also avoiding the negative impacts that can result from requiring excessive quantities of off-street parking.
- (b) The provisions of this article are also intended to help protect the public health, safety and general welfare by:
 - 1. Promoting economically viable and beneficial use of land; and
 - 2. Providing flexible methods of responding to the transportation and access demands of various land uses in different areas of the city.

(2) Applicability¹

- (a) **General.** Off-street parking must be provided and maintained in accordance with the provisions of this article. Unless otherwise expressly stated, the regulations apply to all zoning districts and uses.
- (b) **New Uses and Development.** The parking regulations of this article apply to all new buildings constructed and all new uses established in all zoning districts.
- (c) **Change of Use.** If a new use of a building or structure requires more off-street parking than exists on the subject site and the zoning administrator determines that parking demand and spillover parking creates traffic hazards or unreasonable congestion, the zoning administrator is authorized to require the installation of additional off-street parking

to comply with the parking requirements of this article.

(d) Enlargements and Expansions

- 1. The parking regulations of this article apply whenever an existing building or use is enlarged or expanded to include additional dwelling units, floor area, seating capacity or other units of measurement used in establishing off-street parking requirements.
- 2. In the case of enlargements or expansions that trigger requirements for additional parking, additional spaces are required only to serve the enlarged or expanded area, not the entire building or use. There is no requirement to address parking deficits associated with existing, lawfully established buildings or uses.²

- (e) **Damage or Destruction.** When a use that has been damaged or destroyed is re-established, off-street parking or loading facilities must also be re-established or continued in operation in an amount equal to the number maintained at the time of such damage or destruction. It is not necessary, however, to restore or maintain parking or loading facilities in excess of those required by this zoning ordinance.³

- (f) **Maintenance.** Off-street parking spaces required by this zoning ordinance must be maintained for the life of the principal use.

(3) Plans

All applications for a building permit must be accompanied by a fully dimensioned and scaled plan showing parking, driveway and loading facilities provided to comply with this zoning

¹ These provisions, added for clarity, are mostly new.

² Current ordinance requires that at least 50% of any existing deficiency be corrected.

³ Current ordinance requires that re-established uses meet minimum parking requirements.

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14-81 Parking Ratios

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ordinance. If no building permit is required, such plans must be submitted with the occupancy certificate application.

(4) Accessible Parking

Accessible parking facilities (for persons with disabilities) must be provided in accordance with all applicable state and federal regulations.

(5) Use of Off-Street Parking Areas

- (a) Required off-street parking spaces are intended to serve residents, tenants, patrons, employees, or guests of the principal use. Required off-street parking areas may be used solely for the temporary parking of licensed motor vehicles in operating condition.
- (b) Required off-street parking spaces may not be used for the storage, display or sale of goods equipment or materials. No motor vehicle repair work of any kind is permitted in a required parking space.
- (c) The city inspector is authorized to issue a permit for temporary seasonal use of off-street parking areas for display and sales of holiday and seasonal items (e.g., spring gardening supplies and Christmas trees).
- (d) Required spaces may be used for electric vehicle charging.

(6) Traffic Impact Analyses

A traffic impact analysis (TIA) must be submitted for review by the public works director prior to approval of any rezoning, conditional use or site plan application that proposes more than 250 off-street parking spaces. TIAs must provide an evaluation of the impacts that the proposed development will have on traffic conditions, transit users, pedestrians and bicyclists.

14-81 Parking Ratios

(1) MX1 District

- (a) **Minimums.** No minimum off-street motor vehicle parking ratios apply to nonresidential uses in the MX1 district.
- (b) **Maximums.** Nonresidential uses in the MX1 district may not provide parking in excess of 125% the minimum motor vehicle parking ratios established in Table 8-1. No maximum ratio applies to uses without a minimum parking ratio.

(2) Other Districts

For all uses in districts other than MX1, off-street parking spaces must be provided in accordance with the minimum ratios established in [Table 8-1](#).

TABLE 8-1 — PARKING RATIOS

USE CATEGORY	Minimum Number of Motor Vehicle Parking Spaces Required (see 14-84 for more information on bicycle parking)
Use Subcategory	
Specific Use Type	
RESIDENTIAL	
Household Living	
Single-Household	2 per DU
Two-Household	2 per DU
Three+-Household	<u>1.25 per DU + 0.25 per bedroom for 2+ bedroom DU</u>
Group Living	<u>1 per 4 driving-age residents + 1 per 2 employees; minimum 2 spaces</u>
PUBLIC AND CIVIC	
Cemetery	No minimum
Club or Lodge	<u>1 per 200 sf</u>
College or University	As established per 14-82(6)
*DU=dwelling unit sf = sq. ft.	

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14-81 Parking Ratios

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Attachment: Module 3 - November 2019 (8950 : Staff recommendation and possible action regarding DRAFT Zoning Code Module 3, related to

TABLE 8-1 — PARKING RATIOS

USE CATEGORY	Minimum Number of Motor Vehicle Parking Spaces Required (see 14-84 for more information on bicycle parking)
Use Subcategory	
Specific Use Type	
Hospital	1 per 2 employees + 1 per 4 beds
Library or Cultural Exhibit	1 per 2 employees + 1 per 600 400-sf
Parks and Recreation	As established per 14-82(6)
Religious Assembly	With fixed seating = 1 per 6 seats; Without fixed seating = 1 per 200 sf
Safety Service	1 per 2 employees
School	
Elementary or Middle School	1 per employee
Senior High School	1 per employee + 1 per 4 students
Utilities and Public Service Facilities	
Minor	No minimum
Major	1 per 2 employees
COMMERCIAL	
Animal Service	
Boarding	1 per employee
Grooming	1 per 2 employees + 1 per 400 sf
Veterinary	1 per employee + 1 per 400 sf
Assembly and Entertainment	With fixed seating = 1 per 6 seats; Without fixed seating = 1 per 200 sf
Business or Trade School	1 per employee + 1 per 6 students
Commercial Service	
Consumer Maint. and Repair	1 per 200 400 sf
Personal Service	1 per 200 400 sf
Studio or Instructional Service	1 per 200 400 sf
Day Care	
Family Day Care Home	As required for type of residential dwelling unit
Group Day Care Center	1 per 10 enrollees + adequate off-street loading and unloading space, as determined as part of site plan review process
Adult Day Care Facility	
Eating and Drinking Places	
Restaurant	1 per 200 sf
Bar	1 per 100 sf
Financial Service (except as below)	1 per 200 400 sf
Convenient Cash Business	1 per 400 sf
Pawnshop	1 per 200 sf
Funeral or Mortuary Service	With fixed seating = 1 per 6 seats; Without fixed seating = 1 per 200 sf
Lodging	
Bed & Breakfast	2 + 1 per guest room
Short-term Rental	As required for type of residential dwelling unit
*DU=dwelling unit sf = sq. ft.	

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14-81 Parking Ratios

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TABLE 8-1 — PARKING RATIOS	
USE CATEGORY	Minimum Number of Motor Vehicle Parking Spaces Required (see 14-84 for more information on bicycle parking)
Use Subcategory	
Specific Use Type	
Hotel/Motel	1 per guest room + plus spaces required for any restaurant or conference space
Medical Service	<u>1 per employee + 1 per 400 sf</u>
Office	1 per 200 <u>400</u> sf
Parking, Non-accessory	No minimum
Retail Sales	
Convenience Goods	1 per 200 <u>400</u> sf
Consumer Shopping Goods	1 per 200 <u>400</u> sf
Building Materials & Supplies	1 per 200 <u>800</u> sf
Sexually Oriented Business	1 per employee + 1 per 200 sf
Sports & Recreation, Participant	1 per 2 employees + 1 per 200 <u>400</u> sf
Vehicle Sales and Service	
Fueling Station	1 per 2 employees + 1 per 200 <u>400</u> sf
Vehicle Sales	<u>1 per employee + 1 per 600 sf of indoor sales, rental/customer service area</u>
Vehicle Rental	
Vehicle Maint. & Repair, Minor	<u>1 per 2 employees + 2 per service bay (see also 14-88)</u>
Vehicle Maint. & Repair, Major	
INDUSTRIAL	
Fabrication and Production	<u>1 per 500 sf</u>
Industrial Service	<u>1 per 500 sf</u>
Storage, Distribution and Wholesaling	<u>1 per 1,000 sf</u>
Junk or Salvage Yard	<u>1 per 1,000 sf</u>
RECYCLING	
Constr./Demolition Debris	<u>1 per 1,000 sf</u>
Consumer Material Drop-off	<u>1 per 1,000 sf</u>
Consumer Material Processing	<u>1 per 1,000 sf</u>
AGRICULTURAL	
Crop Agriculture	<u>No minimum</u>
Animal Agriculture	<u>No minimum</u>
Community Garden	<u>No minimum</u>
OTHER	
Drive-in/Drive-through Service	<u>As required for principal use + stacking spaces per 14-88</u>
*DU=dwelling unit sf = sq. ft.	

DRAFT**ARTICLE VIII PARKING AND ACCESS**
14-82 Calculation of Required Parking**14-82 Calculation of Required Parking**

In determining the number of parking spaces required, the following calculation rules apply:

(1) Multiple Uses

Lots containing more than one use or tenant must provide parking in an amount equal to the total aggregate number of spaces required for each use or tenant on the lot except when a shared parking arrangement is approved in accordance with [14-83\(5\)](#).

(2) Rounding

When calculating off-street parking requirements, any fractional result of less than one-half is rounded down to the whole number and any fractional result of one-half or more is rounded up to the whole number.

(3) Floor Area (Square Feet)

For purposes of calculating off-street parking requirements based on square feet of floor area, the sum of the gross horizontal areas of the several floors of the building or portion thereof devoted to such use are counted. However, the following are not counted:

- (a) Areas devoted primarily to storage purposes;
- (b) Area devoted to off-street parking or loading facilities, including aisles, ramps, and maneuvering space; and
- (c) Basement floor area other than area devoted to retailing activities, to the production or processing of goods, or to business or professional offices.

(4) Floor Area Exemptions

When minimum off-street parking ratios exempt the first increment of floor area, such exemption is credited to each individual use, whether located in a single- or multi-tenant development.

(5) Unlisted Uses

Upon receiving a development application for a use not specifically listed in an off-street parking schedule, the zoning administrator is authorized to apply the off-street parking ratio specified for the listed use that is deemed most similar to the proposed use or establish a minimum off-street parking requirement for the proposed use in accordance with [14-82\(6\)](#).

(6) Establishment of Other Parking Ratios

The zoning administrator is authorized to establish required minimum parking ratios for unlisted uses

and in those instances where authority to establish a requirement is expressly granted. Such ratios must be established on the basis of (1) a similar use determination, as described in [14-70\(2\)\(e\)](#); (2) parking data provided by the applicant; or (3) other information available to the zoning administrator. Parking data and studies must include estimates of parking demand based on reliable data collected from comparable local uses or on external data from credible research organizations, such as the Urban Land Institute (ULI) and the Institute of Transportation Engineers (ITE). Comparability will be determined by density, scale, bulk, area, type of activity and location. Parking studies must document the source of all data used to develop recommended requirements.

14-83 Parking Reductions and Credits**(1) Special Assessments**

The motor vehicle parking ratios of [Table 8-1](#) do not apply to those properties that have accepted special assessments for parking facilities constructed and maintained by the city.

(2) Long-term Bicycle Parking

Each 6 long-term bicycle parking spaces provided in accordance with [14-84](#) is credited as one motor vehicle space.

(3) Public Parking

Nonresidential uses are credited for parking spaces within a nearby public parking lot or public parking garage, as follows:

- (a) Minimum parking requirements for the subject use are reduced by one parking space for every 4 parking spaces within the public parking lot or garage, not to exceed a total reduction of more than 25 spaces;
- (b) The nearest pedestrian entrance to the public parking lot or garage must be located within 1,500 feet of the lot on which the subject use is located; and
- (c) The parking facility must be open to the general public from at least 6:00 a.m. to 10 p.m.

(4) On-street Parking

Nonresidential uses are credited for on-street parking spaces on public street rights-of-way abutting the subject property. One on-street parking space credit may be taken for each 20 linear feet of abutting right-of-way where on-street

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14-84 Bicycle Parking

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parking is allowed. Only space on the same side of the street as the subject use may be counted, except that the opposite side of the street may be counted if the property on that side of the street does not have the potential for future development. In calculating credit for on-street parking, all fractional spaces are rounded down.

(5) Shared Parking⁴

- (a) **General.** Shared parking refers to the practice of 2 or more users who need parking at different times to agree to make use of the same motor vehicle parking spaces. Shared parking is encouraged as a means of conserving scarce land resources, reducing stormwater runoff, reducing the heat island effect caused by large paved areas and improving community appearance.
- (b) **Eligibility.** The zoning administrator is authorized to approve shared parking for nonresidential uses that have different periods of parking demand. Required residential parking spaces and accessible parking spaces (for people with disabilities) may not be shared.
- (c) **Submittal Requirements and Methodology**
 - 1. Applicants proposing to use shared parking as a means of reducing overall motor vehicle parking requirements must submit:
 - a. The names and addresses of the uses and of the owners or tenants that are sharing the parking;
 - b. The location and number of parking spaces that are being shared; and
 - c. A legal instrument such as a deed or long-term lease guaranteeing access to the parking for the shared parking users. The agreement is subject to approval by the city attorney and must be recorded in the Brown County Register of Deeds office.

(6) Alternative Compliance

The motor vehicle and bicycle parking ratios of [14-81](#) are not intended to be a barrier to development or redevelopment or to make development and redevelopment economically

impractical or negatively impact the viability of businesses. In order to allow for flexibility in addressing the actual expected parking demand of specific uses, alternatives to the parking requirements of this article may be approved through the site plan procedures of [14-124](#) only if:

- (a) The applicant submits a parking study demonstrating that the motor vehicle parking ratios of [14-81](#) do not accurately reflect the actual day-to-day parking demand that can reasonably be anticipated for the proposed use based on field surveys of observed parking demand for similar use within the city or on external data from credible research organizations, such as the Urban Land Institute (ULI) or the Institute of Transportation Engineers (ITE);
- (b) The plan commission determines that the other allowed parking reduction and credit provisions of this section are infeasible or do not apply; and
- (c) The plan commission determines that the reduced parking ratios proposed are not likely to cause material adverse impacts on traffic circulation and safety or on the general welfare of property owners and residents in the surrounding area.

14-84 Bicycle Parking

(1) Purposes

- (a) **Short-term Bicycle Parking.** Short-term bicycle parking is generally intended to serve the needs of cyclists who park their bicycles for short time periods, including customers, clients, students and other short-term visitors.
- (b) **Long-term Bicycle Parking.** Long-term bicycle parking is generally intended to serve the needs of cyclists who park their bicycles for long time periods, primarily employees and residents.

(2) Spaces Required

- (a) **Short-term Bicycle Parking.** Short-term bicycle parking spaces must be provided in

⁴ Shared parking allowed under current ordinance only with plan commission approval.

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accordance with the minimum bicycle parking ratios of [Table 8-2](#).

TABLE 8-2 — SHORT-TERM BICYCLE PARKING RATIOS	
Use	Minimum Number of Bicycle Spaces Required
Still under discussion/ development	

- (c) **Long-term Bicycle Parking.** Long-term bicycle parking and storage is not required, but as a means of encouraging the provision of long-term bicycle parking spaces for employees and bicycle commuters, motor vehicle parking credit is offered in accordance with [14-83\(2\)](#).

(3) Location and Design

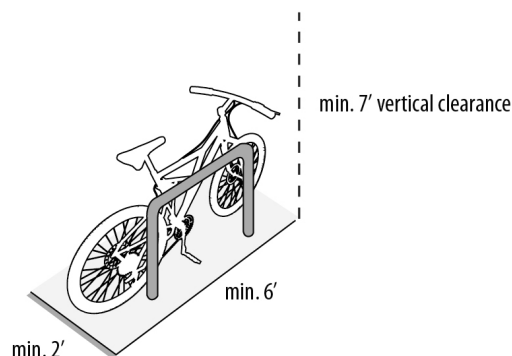
(a) Short-Term Bicycle Parking Spaces

- Location.** Short-term bicycle parking spaces must be at least as conveniently located as the most convenient non-disabled motor vehicle parking provided for the subject use. If no motor vehicle parking is provided, short-term bicycle parking spaces must be located within 75 feet of a building entrance. Short-term bicycle parking must be located on the subject lot, unless a license agreement has been approved by the city to allow private bicycle parking facilities to be located in the right-of-way. Public bicycle parking spaces may be credited toward meeting short-term bicycle parking requirements if such bicycle parking spaces comply with the location requirements of this paragraph.
- Design.** Required short-term bicycle parking spaces must:
 - Consist of bike racks or lockers that are anchored so that they cannot be easily removed;
 - Be of solid construction, resistant to rust, corrosion, hammers, and saws;

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14-84 Bicycle Parking

Figure 8-1. Bicycle Parking Space Dimensions



- Allow both the bicycle frame and the wheels to be locked with the bicycle in an upright position using a standard U-lock;
 - Be designed so as not to cause damage to the bicycle;
 - Facilitate easy locking without interference from or to adjacent bicycles; and
 - Have minimum dimensions of 2 feet in width by 6 feet in length, with a minimum overhead vertical clearance of 7 feet.
- (b) **Long-Term Bicycle Parking and Storage Spaces**
- Design and Location.** Long-term bicycle parking spaces provided to receive parking credit in accordance with [14-83\(2\)](#) must:
 - Be located with direct access by the bicycle rider, without requiring use of stairs;
 - May not be located in dwelling units or on dwelling unit balconies;
 - Must protect the entire bicycle, its components and accessories against theft and inclement weather, including wind-driven rain and snow.
 - Must be designed to allow bicycles to be securely locked to a bicycle rack, or be located in a bicycle locker with a separate access door for each bike or in an attended bike room.

ARTICLE VIII PARKING AND ACCESS

14-85 Location of Off-Street Parking

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14-85 Location of Off-Street Parking

(1) General

Except as otherwise expressly stated in this article, required off-street parking areas must be located on the same lot as the building or use they are required to serve.

(2) Off-site Parking

- (a) **When Allowed.** All or a portion of required off-street parking for nonresidential uses may be provided off-site, in accordance with the regulations of this section. Required accessible parking spaces and required parking for residential uses may not be located off-site.
- (b) **Location.** Off-site parking areas must be located within ~~300~~500 feet of the use served by such parking, measured between the nearest public entrance door of the use to be served and the outer perimeter of the furthest parking space within the off-site parking lot. Off-site parking lots are allowed only in zoning districts that permit non-accessory parking or that allow the principal use to be served by the off-site parking spaces.
- (c) **Design.** ff-site parking areas must comply with all applicable parking area design regulations of 475-86.
- (d) **Control of Off-Site Parking Area.** The property to be occupied by the off-site parking facilities must be under the same ownership as the lot containing the use to be served by the parking. The off-site parking area may be under separate ownership only if a legal instrument is provided, guaranteeing the long-term availability of the off-site parking. The agreement is subject to approval by the city attorney and must be recorded in the Brown County Register of Deeds office. Any proposed changes to the agreement must also be submitted to the city attorney for review and approval.

14-86 Parking Area Layout and Design

(1) Applicability

The parking layout and design regulations of this section apply to all off-street parking lots for motor vehicles, whether containing required or non-required parking spaces.

(2) Ingress and Egress

All parking areas must be designed to allow vehicles to enter and exit a street and cross public sidewalks in a forward motion, except that this requirement does not apply when motor vehicle access is to a local street.

(3) Parking Stall Size

- (a) **Standard Spaces.** Except as expressly allowed for compact spaces or universal spaces in the following paragraphs (b) and (c) or as expressly required for accessible parking spaces, parking spaces must be designed as "standard" size spaces, in accordance with Table 8-3. Up to 2 feet of the front of a standard parking space, as measured from a line parallel to the direction of the bumper of a vehicle using the space, may be landscaped area instead of paved. Such areas counts toward interior parking lot landscaping requirements.
- (b) **Compact Spaces.** Up to 20% of the parking spaces in parking lots containing more than 10 parking spaces may be designated and designed as compact parking spaces. Compact parking spaces must be designed in accordance with Table 8-3. When compact parking spaces are used, at least 80% of the total number of parking spaces provided must be standard-size parking spaces.
- (c) **Universal Spaces.** Universal-size parking spaces may be used only in parking lots containing more than 10 parking spaces. When universal size parking spaces are used, no compact spaces are allowed. All universal parking spaces must designed in accordance with Table 8-3.

(4) Parking Lot Geometrics

- (a) Parking areas must be designed in accordance with Table 8-3, which shows minimum dimensions for various parking layouts (angles). Requirements for layouts or angles not shown in Table 8-3 may be interpolated from the layouts shown, as approved by the zoning administrator.⁵

⁵ These dimensions differ from the current ordinance

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ARTICLE VIII PARKING AND ACCESS

14-86 Parking Area Layout and Design

TABLE 8-3 — PARKING LOT GEOMETRICS

Stall Type	A Stall Angle	B Stall Width	C Stall Length	D Aisle Width
Compact	0°	7.5	18.0	12.0
Standard		9.0	20.0	12.0
Universal		8.5	20.0	12.0
Compact	45°	7.5	16.0	12.0
Standard		9.0	17.0	11.0
Universal		8.5	17.0	12.0
Compact	60°	7.5	16.0	16.0
Standard		9.0	17.0	15.0
Universal		8.5	17.0	16.0
Compact	75°	7.5	16.0	21.0
Standard		9.0	17.0	20.0
Universal		8.5	17.0	21.0
Compact	90°	7.5	16.0	24.0
Standard		9.0	17.0	22.0
Universal		8.5	17.0	23.0

(5) Vertical Clearance

All required parking spaces must have overhead vertical clearance of at least 7 feet.

(6) Marking

The location of each parking space must be identified by surface markings at least 4 inches in width and be maintained so as to be readily visible at all times.

(7) Surfacing

(a) All off-street parking areas and access drives must be surfaced and maintained with an asphaltic or Portland concrete pavement or or such other hard, dust-free surfaces approved by the director of public works.

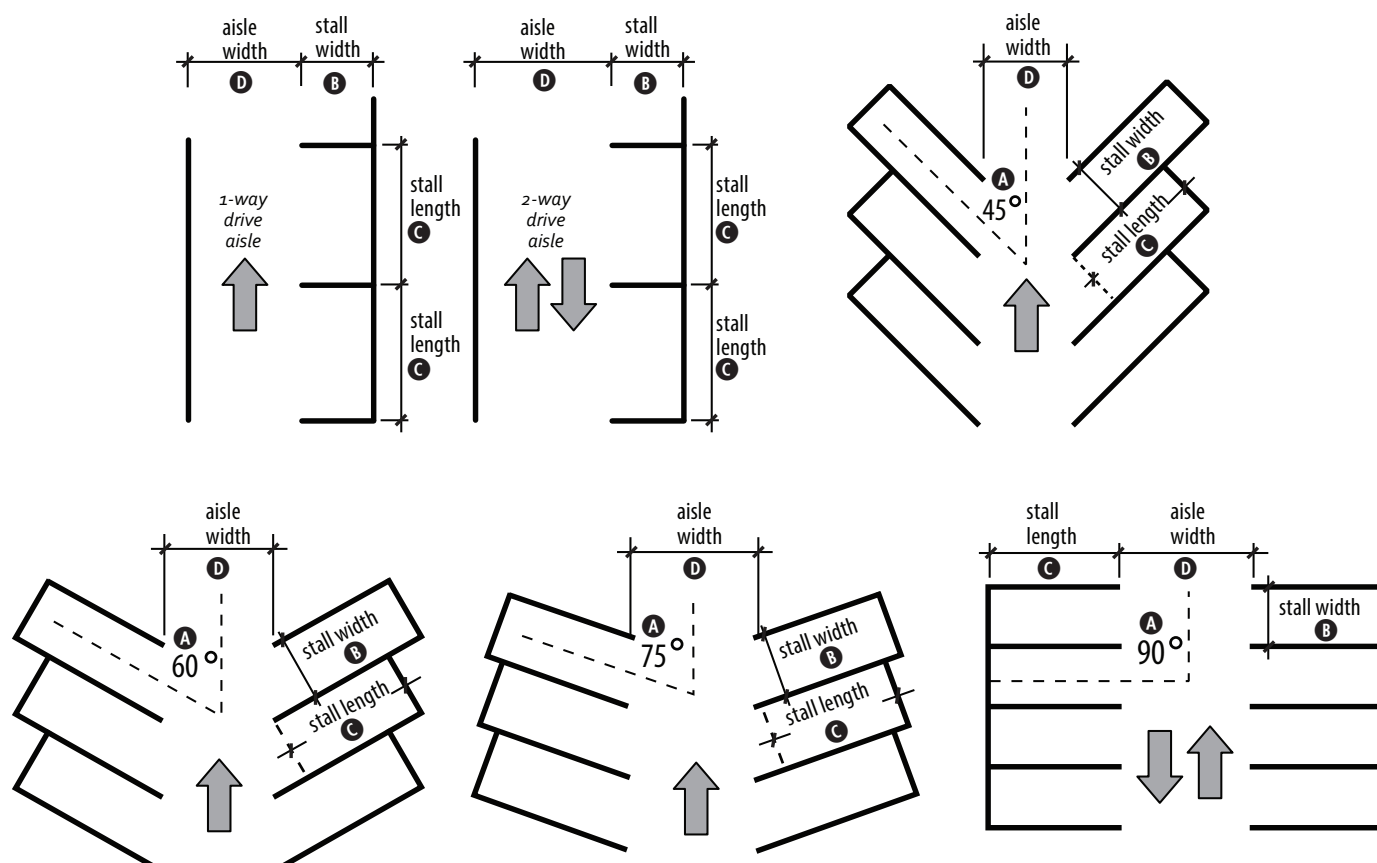
(b) Pavement areas are limited to only necessary drives, walkways and parking spaces; all other areas must be landscaped.

(8) Tandem and Stacked Parking

(a) Tandem parking spaces may be used to satisfy parking requirements for household living uses when the parking spaces are assigned to the same dwelling unit.

(b) Tandem and stacked parking spaces may be used to satisfy off-street parking.

Figure 8-2. Parking Lot Geometrics



ARTICLE VIII PARKING AND ACCESS

14-87 Driveways and Curb Cuts

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requirements for other use types when an attendant is on duty during all hours of operation of the subject use.

(9) Curbs and barriers

Curbs or similar barriers approved by the zoning administrator must be provided to prevent motor vehicles from encroaching into required setbacks and landscape areas, as follows:

- All open off-street parking areas must provide a 6-inch curb or approved wheel barrier when abutting required setbacks, landscape areas and adjoining property lines.
- Wheel barriers must be located at least 2 feet from the edge of pavement or the area to be protected from encroachment.

14-87 Driveways and Curb Cuts

(1) General

- Curb cuts require public works department approval.
- Driveways require development service department approval.
- Driveway approaches and curb cuts are also subject to the regulation of Chapter 22 of the Municipal Code.

(2) Number

- The number of driveways on a single lot is limited in accordance with [Table 8-4](#).

TABLE 8-4 — NUMBER OF DRIVEWAYS

Zoning/Use	Maximum Number Permitted
Commercial	1 two-way or 2 one-way per 100 feet of street frontage
Industrial	1 two-way or 2 one-way per 200 feet of street frontage [1]
Residential	
Single-household	1 two-way or 2 one-way
Two-household	1 per dwelling
All other residential	Same as commercial

[1] Unless otherwise approved by the plan commission as part of site plan approval process⁶

⁶ Seemingly a conflict between this allowance for PC approval and other ordinance language authorizing review/approval of "waiver" requests by board of public works

(3) Width

- Driveways are subject to the driveway width regulations of [Table 8-5](#).

TABLE 8-5 — DRIVEWAY WIDTH

Zoning/Use	Maximum Dimension (feet)		
	Width at Property Line	Flare	Opening
Residential			
Single-household (one-way loop drive with two curb cuts)	15	5	25
Two-household (single driveway) [1]	40	2.5	45
All other residential	30	5	40
Commercial			
One-Way	15	10	35
Two-Way	25	10	45
Industrial (curb and gutter)			
One-Way	20	20	60
Two-Way	35	20	75
Industrial (no curb and gutter)			
One-Way	20	45	110
Two-Way	35	45	125

[1] See paragraph (c) of this subsection for supplemental regulations.

[2] Driveways regulatory used for access by semi-tractor trailers are subject to industrial driveway regulations

- The building inspector is authorized to approve driveway widths that exceed the regulations of [Table 8-5](#) for that portion of a driveway located behind the right-of-way line/front lot line if all of the following conditions are present:
 - The lot is not occupied by a single or two-household residence with a center driveway;
 - The increased width encroaches only into the front setback that is adjacent to the nearest interior side setback;
 - The outer edge of the widened surface does not extend closer than 2 feet to the abutting lot line; and
 - The widened portion is tapered into the allowed maximum width at the property line over a distance of at least 36 inches.

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14-88 Stacking Spaces

- (c) Two-unit houses may use a shared (center) driveway with a width of more than 25 feet only if the driveway is designed and constructed with a center landscape divider, as follows:

1. The landscaped divider must be provided in the center of the shared driveway, commencing at the interior sidewalk line and running to the garage. It must be at least 3 feet in width and be planted in grass, or a combination of decorative stone and plants or grass.
2. Driveway on lots occupied by a two-unit house and constructed to include the required divider landscape area will be considered a single driveway for purposes of complying with the driveway and curb cut regulations of this section.

- (d) In the X districts, the hierarchy of allowed driveway locations is as follows:

1. Where an alley exists, driveways must be accessed from the alley, unless otherwise determined by the public works director.
2. When no alley exists, driveways must be accessed from non-primary streets.
3. When no alley and no non-primary street exists, driveways may be accessed from a primary street.
4. Alternative driveway locations may be approved in accordance with the design exception procedures of [14-125](#).

(4) Separation and Spacing

- (a) Driveway openings must be spaced at least 15 feet apart, measured at the curb line.
- (b) Driveway openings must be set back from intersections in accordance with the regulations of [Table 8-6](#).

TABLE 8-6 — SPACING FROM INTERSECTIONS

Zoning/Use	Street	Min. Distance (feet)[1]
Residential	All	25
Commercial	Local	25
Commercial	Collector or Arterial	100
Industrial	All	100
Commercial	Collector or Arterial	100

[1] Measurements taken at the curb line. Driveway flares may not extend beyond the lot line.

14-88 Stacking Spaces⁷**(1) Spaces Required**

In addition to the parking required for each use, establishments with drive-through facilities must provide stacking spaces for each drive-through station as indicated in Table 8-7.

TABLE 8-7 — STACKING SPACE REQUIREMENTS

Use/Type	Minimum Spaces (per lane)
Automated Teller Machine	2 (measured from ATM)
Bank	3 (measured from service area)
Car Wash, Automated or Custer-Operated	2 (measured from vehicle entrance)
Car Wash, Attendant, Hand Wash	3 (measured from vehicle entrance)
Drug Store	2 (measured from pick-up window)
Restaurant	4 (measured from order board)
Kiosk	2 (measured from service window)
Other	As approved by zoning administrator

(2) Dimensions

Each lane of stacking spaces must be at least 8 feet in width and at least 17 feet in length. Stacking lanes must be delineated with pavement markings.

(3) Location and Design

Stacking lanes must be located on the subject property. They may not be located within required driveways or drive aisles, parking spaces or loading areas and may not interfere with access to parking and ingress and egress from the street.

(4) Pedestrian Access

The principal pedestrian access to the entrance of the use from a public sidewalk may not cross the drive-through facility stacking lane.

14-89 Loading⁸

- (1) All uses engaged in receiving or shipping goods by truck or large delivery vehicles must provide loading and unloading facilities, as determined by the plan commission.

⁷ New regulations

⁸ Revised for additional flexibility

ARTICLE VIII PARKING AND ACCESS

14-89 Loading

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- (2) Loading spaces must have a minimum width of 10 feet and a minimum length of 25 feet, with a minimum overhead clearance of 15 feet.
- (3) Loading spaces may not be located on a front facade.
- (4) Except as expressly allowed in city-designated commercial loading zones, vehicle maneuvering areas and loading and unloading activities must occur on-site, not within the public right-of-way.
- (5) All loading spaces must be posted with signs prohibiting engine idling for more than 5 minutes.
- (6) All loading areas and access drives must be surfaced and maintained with an asphaltic or Portland cement binder concrete or other dustless, all-weather surface approved by the public works director.
- (7) All off-street loading areas adjacent to R zoning districts must be completely screened from view by building walls, fences, plant material at least 8 feet in height.

Attachment: Module 3 - November 2019 (8950 : Staff recommendation and possible action regarding DRAFT Zoning Code Module 3, related to

ARTICLE X. LANDSCAPE AND SCREENING

14-100 Purposes.....	10-1	14-105 Foundation Landscaping	10-4
14-101 Applicability	10-1	14-106 Landscape and Screening Material.....	10-4
14-102 Street Trees.....	10-1	14-107 Installation and Maintenance.....	10-6
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14-100 Purposes

The landscape and screening regulations of this article establish minimum requirements for landscaping and screening. The regulations are intended to advance the general purposes of this zoning ordinance and to help:

- (1) Maintain and enhance the city's appearance;
- (2) Mitigate possible adverse impacts of higher intensity land uses abutting lower intensity land uses;
- (3) Reduce the impacts of noise and glare.
- (4) Maintain and improve air quality;
- (5) Protect surface water quality and reduce the negative impacts of stormwater runoff by providing vegetated areas that filter and absorb stormwater;
- (6) Moderate heat by providing shade;
- (7) Encourage wise use of water resources; and
- (8) Encourage preservation and replacement of existing trees and vegetation.

14-101 Applicability

- (1) The landscape and screening regulations of this article apply to lots occupied by multi-unit residential buildings and to lots in mixed-use, commercial and employment zoning districts, as further identified in the individual subsections of this article.
- (2) The landscape and screening regulations do not apply to any of the following:
 - (a) Agricultural uses;
 - (b) Public parks and open spaces;
 - (c) Reconstruction of any building that is damaged or destroyed by fire, natural disaster or other means beyond the reasonable control of the property owner,

14-102 Street Trees

(1) Purpose

Street trees help maintain and enhance the appearance of the city, contribute to pedestrian safety and comfort and offer environmental benefits by allowing the infiltration of stormwater, reducing urban heating and improving air quality.

(2) Applicability

The street tree planting requirements of this section apply to all the following, except as otherwise expressly stated:

- (a) Construction of any principal building or non-accessory parking;
- (b) Any addition to or enlargement of an existing principal building when the addition or enlargement exceeds 50% of the building's existing floor area;
- (c) Any increase in impervious coverage on the subject lot that exceeds 50% of the lot's existing impervious coverage; and
- (d) Any newly created lots in a land division or subdivision.

(3) Requirements

- (a) **Number**, At least one large tree is required per 30 feet of street frontage. If large trees are not appropriate due to the presence of overhead lines, other obstructions or site visibility considerations, as determined by the city forester, at least one small tree is required per 35 feet of street frontage.
- (b) **Location**
 1. Required street trees must be installed in the first 7 feet of the street right-of-way, as measured from the outer edge of the right-of-way.
 2. The city forester is expressly authorized to approve an alternative compliance

ARTICLE X LANDSCAPE AND SCREENING

14-103 Parking Lot Screening

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landscape plan for installation of street trees in alternative locations when circumstances prevent street tree planting or when compliance with street tree planting location requirements would result in a poor growing environment for the tree or damage to public or private improvements.

3. Required street trees must be located within pervious landscape areas or within tree wells.

(4) Spacing

Street trees are not required to be evenly spaced, but the distance between street trees may not exceed 75 feet.

(5) Removal

Property owners who remove any street tree for any reason are required to replace the tree with an equivalent or higher quality tree in the same location or in a new location, as approved by the city forester.

(6) Materials, Installation and Maintenance

See [14-106](#) and [14-107](#).

14-103 Parking Lot Screening

(1) Purpose

The parking lot screening regulations of this section are intended to help mitigate the visual and operational impacts of parking lots when such areas are adjacent to streets or residential zoning districts.

(2) Applicability

Unless otherwise expressly stated, the parking lot screening regulations of this section apply to all the following:

- (a) The construction or installation of any new parking lot with a contiguous paved area of 3,500 square feet or more; and
- (b) The expansion of any existing parking lot that results in the addition of 3,500 square feet of paved area, in which case the parking lot screening requirements of this section apply only to the expanded area.

(3) Requirements

(a) Street Frontage Screening

1. When a parking lot is located adjacent to a street right-of-way, parking lot screening must be provided in accordance with the regulations of this section to visually screen the parking lot from the right-of-way.
2. Parking lot screening is required only when the parking lot is located within 100 feet of the right-of-way and there are no intervening buildings between the parking lot and the right-of-way.
3. Except as expressly stated for parking lots in the MX1 zoning district, parking lot screening areas must be at least 7 feet in width.
4. In the MX1 zoning district, required parking lot screening areas must be at least 3 feet in width.
5. Parking lot screening must be provided in the form of one of the following:
 - a. A vegetative screen consisting of shrubs planted to form a continuous visual barrier (hedge) at least 3 feet in height accompanied by wrought-iron fencing between 3 and 6 feet in height installed on the street side of the shrubs; or
 - b. A screening wall with a minimum height of 3 feet and a maximum height of 3.5 feet. Walls used to satisfy parking lot screening requirements must be constructed of brick, stone, cast stone, formed concrete or similar durable, low-maintenance materials.

(b) R District Screening

1. When a parking lot is located adjacent to an R-zoned lot, R district screening must be provided in the form of either of the following options:
 - a. The installation of an opaque fence at least 6 feet in height and at least one tree per 30 linear feet of fence; or

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14-104 Parking Lot Interior Landscaping

- b. The installation of a masonry wall with a minimum height of 6 feet.
 - 2. When located in a required street setback, R district screening fences and walls may not exceed 4 feet in height.
 - 3. R district screening is required only when the parking lot is located within 100 feet of an abutting R-zoned lot and there are no intervening buildings between the parking lot and the abutting R-zoned lot.
- (c) **Vehicle Overhangs.** A portion of a motor vehicle parking space may be landscaped instead of paved to meet parking lot screening requirements. The landscaped area may be up to 2.5 feet of the front of the space, as measured from a line parallel to the direction of the bumper of the vehicle using the space. Groundcover plants or mulch must be provided in the allowed vehicle overhang area.

(4) Materials, Installation and Maintenance

See [14-106](#) and [14-107](#).

14-104 Parking Lot Interior Landscaping

(1) Purpose

The parking lot interior landscaping regulations of this section are intended to help mitigate the visual and stormwater runoff impacts of parking lots and provide shade for parked vehicles and pedestrians.

(2) Applicability

Unless otherwise expressly stated, the parking lot interior landscaping regulations of this section apply to all the following:

- (a) The construction of any new principal building or addition to a principal building that increases the floor area of principal buildings on the subject lot by more than 50%;
- (b) The construction or installation of any new parking lot containing 10 or more parking spaces; and
- (c) The expansion of any existing parking lot that increases the number of parking spaces or amount of paved area by more than 33%.

(3) Exception

Parking areas used solely for the display of motor vehicles for sale, lease or rental are exempt from the parking lot interior landscaping requirements of this section.

(4) Requirements

- (a) **Trees.** Required parking lot interior landscape areas must include at least one large tree per 20 parking spaces. Small trees may be substituted for large trees if the zoning administrator determines that the presence of overhead lines or other obstructions or site visibility considerations make the installation of large trees unsafe or impractical.
- (b) **Location and Design**
 - 1. Required trees must be reasonably distributed throughout the parking lot and provided in landscape islands or medians that comply with all the following requirements:
 - a. They must be bordered by a paved surface on at least 2 sides;
 - b. They must be at least 7 feet wide, as measured from the back of the curb; and
 - c. They must be protected by curbs or other barriers, which may include breaks or inlets to allow stormwater runoff to enter the landscape area.
 - 2. Parking rows that end abutting a paved driving surface must have a landscape terminal island (end cap) at that end of the parking row. All other parking lot landscape islands must be located to comply with all applicable regulations of this section.
 - 3. The zoning administrator is expressly authorized to approve landscape plans that do not provide terminal islands at the end of each parking row or that otherwise provide for reduced dispersal of interior parking lot landscape areas when proposed landscape planting areas are combined to form functional bioretention areas or to preserve existing trees and vegetation.

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14-105 Foundation Landscaping

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(5) Vehicle Overhangs

A portion of a motor vehicle parking space may be landscaped instead of paved to meet interior parking lot interior landscaping requirements. The landscaped area may be up to 2.5 feet of the front of the space, as measured from a line parallel to the direction of the bumper of the vehicle using the space. Groundcover plants or mulch must be provided in the allowed overhang area.

(6) Relationship to Screening Regulations

Landscape areas and plant material provided to satisfy the parking lot screening regulations of [14-103](#) may not be counted toward satisfying the parking lot interior landscaping regulations of this section ([14-104](#)).

(7) Materials, Installation and Maintenance

See [14-106](#) and [14-107](#).

14-105 Foundation Landscaping

(1) Purpose

The foundation landscaping regulations of this section are intended to

(2) Applicability

The foundation landscaping regulations of this section apply to all the following when located outside of the MX1 zoning district:

- (a) Construction of any principal building;
- (b) Construction of parking garage, whether it is a principal or accessory building; and
- (c) Any addition to or enlargement of an existing principal building when the addition or enlargement exceeds 20% of the building's existing floor area.

(3) Requirements

- (a) Foundation planting areas must be provided abutting each principal building along at least 60% of length of any street-facing building walls.
- (b) Foundation planting areas must have a minimum width of 5 feet, as measured from the exterior wall of the building.
- (c) Required foundation planting areas must contain any combination of ornamental trees, evergreen trees, shrubs, flowering

plants, ground cover plants, and other native or ornamental grasses and plants.

- (d) All areas abutting a building that are not paved and not otherwise landscaped as required by this section must be covered by mulch, grass or ground cover plants.
- (e) Foundation planting areas must:
 1. Screen mechanical equipment, air conditioning units and other equipment from view of street;
 2. Provide visual relief along large expanses of building walls and accent building entrances and architectural features; and
 3. Enhance walkways, entrances, outdoor seating areas, and other pedestrian areas.

14-106 Landscape and Screening Material

(1) General

- (a) **Applicability.** The regulations of this section apply to all trees, plant materials, and other features used to satisfy the landscaping and screening requirements of this zoning ordinance.
- (b) **Prohibited Tree and Plant Lists.** The city forester is authorized to prepare a list of prohibited tree and plant species for use in administering and enforcing the regulations of this article.
- (c) **Selection.** Trees and plants used to satisfy the requirements of this zoning ordinance must:
 1. Meet or exceed the plant quality standards established in the latest edition of the American Standard for Nursery Stock (ANSI Z60.1);
 2. Be native to North America adapted for growing conditions in the De Pere area, as determined by the zoning administrator; and
 3. Not be artificial plants or plants listed as prohibited species on the recommended and prohibited tree and plant species list.

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14-106 Landscape and Screening Material

(d) Planting Areas

1. All planting areas must have amended soil to help ensure the health of newly installed plant material.
2. All planting areas must be contained by edging material other than vegetation.

(2) Trees

- (a) **City Forester Approval.** The size, species, location and installation of all proposed trees are subject to approval by the city forester.
- (b) **Size of New Trees.** New or transplanted trees provided to satisfy the requirements of this zoning ordinance must comply with the following minimum size requirements:
 1. Large trees must be deciduous, with a minimum caliper size of 2 inches and a minimum height of 10 feet at the time of installation.
 2. Medium trees must have a minimum caliper size of 2 inches and a minimum height of 8 feet at the time of installation.
 3. Small trees must have a minimum caliper size of 1.5 inches and a minimum height of 6 feet at the time of installation.
 4. Evergreen trees must have a minimum height of 6 feet at the time of installation.
- (c) **Species.** If more than 10 trees are required, no more than 40% may be of a single species. If more than 25 trees are required, no more than 25% may be of a single species. This requirement applies to trees being planted, not to existing trees.

(3) Credits for Existing Trees

- (a) Preserved trees will be credited toward satisfying the tree planting requirements of this zoning ordinance in accordance with the following:
 1. Preserved trees up to 6 inches in diameter at breast height (DBH) will be credited as 3 trees.

2. Preserved trees larger than 6 inches DBH, up to 12 inches DBH will be credited as 4 trees;
3. Preserved trees that are more than 12 inches DBH up to 24 inches DBH will be credited as 5 trees; and
4. Preserved trees that are more than 24 inches DBH will be credited at a ratio of 10 trees.

- (b) To receive tree preservation credit, the following additional conditions must be met:
 1. Preserved trees for which credit is given must be in good health and condition and may not be prohibited species;
 2. The original grade of the dripline area of a preserved tree may not be changed; and
 3. Tree protection fencing must be installed around the outer limits of the dripline area and remain in place from commencement of construction activity until all exterior work is complete. Tree protection fencing must consist of orange vinyl construction fencing, chain link fencing, snow fencing or other similar fencing at least 42 inches in height and supported at no more than 10-foot intervals by posts or stakes to keep the fence upright and in place. A visible warning/no-disturb sign must be affixed to fence at 100-foot intervals.
- (c) The zoning administrator is expressly authorized to reduce off-street parking requirements to allow for the preservation of existing trees.

(4) Shrubs

- (a) **New Shrubs**
 1. Deciduous shrubs must have a minimum container size of 5 gallons.
 2. Evergreen shrubs must have a minimum container size of 5 gallons.
 3. Shrubs may also be balled and burlapped.
- (b) **Existing (Preserved) Shrubs.** Existing shrubs may be used to satisfy the landscaping and screening requirements of this zoning

ARTICLE X LANDSCAPE AND SCREENING

14-107 Installation and Maintenance

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ordinance if protected and maintained during site development and construction phases of work.

(5) Ground Cover

- (a) All required landscape areas that are not planted with trees or shrubs must be covered with ground cover plants, which may include turf. Mulch must be confined to areas underneath trees and shrubs and is not an allowed substitute for ground cover.
- (b) Ground cover plants other than turf must be minimum 4-inch pot or plug size. Areas planted in ground cover other than turf must be planted at distances appropriate for the species and at a density that will achieve complete coverage after the second full growing season.

(6) Mulch

All required trees and shrubs must be located within a mulched area and be separated from turf by a minimum distance of 2 feet (4-foot diameter mulched area). Mulch must be applied to provide a 2-inch (minimum) to 4-inch (maximum) soil cover, with no weed barrier material visible.

(7) Fences and Walls

Unless otherwise expressly stated, fences and walls provided to meet the regulations of this article are subject to the regulations of this section.

- (a) Fences must durable and constructed with materials that are customarily used for fences, including wood, decorative rigid vinyl (polyvinyl chloride), metal or wrought iron. Fence posts must be structurally stable.
- (b) The finished side of all fences other than tree protection fences must face the adjacent property or street. Chain-link fencing may not be used to satisfy the regulations of this article.
- (c) Walls, raised planting beds and planters must be constructed of brick, stone or other durable masonry material approved by the zoning administrator.

14-107 Installation and Maintenance

(1) Installation

- (a) Required landscaping must be installed in accordance with an approved landscape plan.
- (b) All trees and plant material must be installed in accordance with sound nursery practices, in a manner designed to encourage vigorous growth.
- (c) All newly installed trees must be staked.
- (d) Trees and plant material suitable for planting must be balled and burlapped or container grown. Planting areas should be at least twice the diameter of the root system or the container.
- (e) All landscaped areas that are adjacent to pavement must be protected with curbs or equivalent barriers. Flush curbs, curb cuts, or other methods must be used to direct stormwater to landscape areas that abut paved areas.
- (f) Landscaping may not obstruct traffic visibility at street intersections or driveways and must comply with all applicable intersection sight distance regulations.
- (g) When landscaping is placed or installed within the public right-of-way, the city has no obligation to replace or repair such landscaping if removed or damaged by city field operations or other governmental functions. The city also has no obligation to maintain above ground or below ground improvements or landscaping within the public right-of-way.

(2) Protection

All landscape areas provided to meet the requirements of this zoning ordinance must be protected from potential damage by adjacent uses and development, including parking and storage areas.

(3) Timing of Installation

All required landscaping and appurtenances must be installed within 120 days after issuance of a certificate of occupancy or temporary certificate of occupancy.

(4) Maintenance

- (a) Required landscaping and screening must be continuously maintained, including necessary watering; weeding; pruning; pest control; litter and debris clean-up; and replacement of dead, diseased or damaged plant material.
- (b) Failure to comply with an approved landscaping plan, including failure to maintain required landscaping and screening and failure to replace dead, diseased or damaged landscaping, constitutes a violation of this zoning ordinance.
- (c) The property owner is responsible for maintenance of trees and landscaping in accordance with the approved landscape plan and the regulations of this zoning ordinance. Any dead, diseased or damaged trees, landscaping or screening materials must be removed and replaced by the property owner within 90 days of date that written notice of the obligation to remove and replace required landscaping is issued by the city. Property owners have no obligation to replace or restore required landscaping that is damaged or destroyed as a direct result of government action or lawful action of a franchise utility provider.

14-108 Landscape Plans**(1) Required Information**

All site plans and building permit applications for sites requiring landscaping must include a landscape plan that complies with the landscape plan submittal requirements specified by zoning administrator. Such submittal requirements must be in writing and made available to the public.

(2) Administrative Review

After receipt of a complete landscape plan, the zoning administrator must:

- (a) Approve the landscape plan as complying with the requirements of this article;
- (b) Approve the landscape plan with conditions of approval that will bring it into compliance with the requirements of this article; or
- (c) Reject the landscape plan as failing to comply with the requirements of this article.

14-109 Alternative Compliance

- (a) To accommodate creativity in landscape and screening design and to allow for flexibility in addressing site-specific development/redevelopment challenges, the zoning administrator is authorized to approve alternative compliance landscape plans sealed by a landscape architect licensed to practice in the State of Wisconsin. In order to approve an alternative compliance landscape plan, the zoning administrator must determine that one or more of the following conditions or opportunities are present:
 1. The subject site has space limitations, an unusual shape or other factors that make strict compliance with applicable landscaping and screening regulations impossible or impractical;
 2. Physical conditions on or adjacent to the site such as topography, soils, vegetation or existing structures or utilities are such that strict compliance is impossible, impractical or of no value in terms of advancing the general purposes of this article;
 3. Safety considerations such as intersection visibility, utility locations, etc., make alternative compliance necessary; or
 4. Creative, alternative landscape plans will provide an equal or better means of meeting the intent of the landscaping and screening regulations of this article.
- (b) The zoning administrator is expressly authorized to approve alternative compliance landscape plans for projects implementing low-impact development practices or seeking sustainable development or green building certification from nationally recognized organizations, such as the International Code Council, the U.S. Green Building Council, the International Living Future Institute, the U.S. Green Building Initiative or SITES.

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14-110 General**(1) Purpose**

- (a) The sign regulations of this article are intended to help safeguard life, health and property and to promote the public welfare by the regulation, administration and enforcement of outdoor sign advertising and display within the city. These regulations recognize the need to protect the safety and welfare of the public and the need for well-maintained and attractive sign displays within the community, and the need for adequate business identification, advertising and communication, while acknowledging that careful control of signs can protect and enhance the community.
- (b) This article further intends to protect and enhance the historical and cultural role of the city. Given the unique attributes of the city, including the Fox River and the city's downtown areas, and the extensive investment made in revitalizing the downtown, a significant degree of regulation over the aesthetic nature of signs in this district is considered an important public interest. The downtown philosophy combines historic preservation with development to establish a thriving and aesthetically pleasing business center that strengthens the economic vitality and values of the community.
- (c) To carry out these general purposes, these regulations are intended to:
 1. Permit the effective use of signs as a means of commercial and non-commercial communication; maintain and enhance the ability of the city to attract sources of economic development and growth;
 2. Maintain and enhance the ability of the city to preserve and protect special and

unique natural and architectural features and historic landmarks;

3. Maintain pedestrian and traffic safety and minimize the distractions, hazards and obstructions caused by signs;
4. Minimize the possible adverse effects of signs on nearby public and private property;
5. Preserve property values within the city and allow signs appropriate to the character of each zoning district;
6. Enable fair and consistent enforcement of these sign regulations; and
7. Provide broadly for the expression of individual opinions and freedom of speech through the use of signs on private property.

(2) Basic Requirements

This article authorizes the use of exterior and window signs that are visible from streets and from outside a building, provided that the signs are:

- (a) Designed, constructed, installed and maintained in such a manner that the signs do not endanger public safety or traffic safety;
- (b) Legible, readable and visible in the circumstances in which the signs are used; and
- (c) Respectful of the reasonable rights of other advertisers whose messages are displayed.

(3) Content Neutrality

Any sign allowed under this ordinance may contain, in lieu of any other message or copy, any lawful noncommercial message that does not direct attention to a business operated for profit, or to a product, commodity or service for sale or lease, or to any other commercial interest or activity, as long as the sign complies with all size,

ARTICLE XI SIGNS

14-111 Administration and Enforcement

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height, location and other applicable regulations of this article.

14-111 Administration and Enforcement

(1) Sign Inspector

The city building inspector is designated as sign inspector with responsibility for:

- (a) Reviewing all applications for permits for the erection of signs;
- (b) Issuing permits and denials of sign permits;
- (c) Authorizing the continued use of signs that comply with the requirements of this ordinance;
- (d) Recording and filing all applications for permits with any accompanying plans and documents;
- (e) Conducting inspections of signs;
- (f) Making such reports as the city may require; and
- (g) Enforcing the regulations of this article.

(2) Licensing; Indemnification; Insurance; Permits; Sign Variances

- (a) **Annual License**
Every person/company engaged in the business of installing, maintaining or removing signs within the city must first obtain an annual license to perform such work. The fee for such licenses is determined by resolution of the common council and may include late fees and fees for expedited processing.
- (b) **Indemnification**
All persons engaged in the business of installing or maintaining signs that involves, in whole or in part, the erection, alteration, relocation, maintenance of a sign or other sign work in, over or immediately adjacent to a public right-of-way, or public property is used or encroached upon by the sign contractor, must agree to hold harmless and indemnify the city, its officers, agents and employees from any and all claims of negligence resulting from the erection, alteration, relocation, maintenance of this sign or any other sign work insofar as this article has not specifically directed the placement of the sign.

(c) Insurance

Every sign installer must file with the sign inspector a certificate of insurance indicating the applicant holds a public liability and property damage specifically to include the hold harmless with bodily limits of at least \$1,000,000.00 per occurrence, and \$2,000,000.00 aggregate, and property damage insurance of at least \$250,000.00 per occurrence, and \$250,000.00 aggregate. Such insurance may not be canceled or reduced without the insured first giving at least 30 days' notice in writing to the city of such cancellation or reduction.

(d) Permits Required

Except as otherwise expressly stated in this ordinance, it is unlawful for any person to erect, construct, enlarge or structurally modify a sign, or cause the same to be done in the city, without first obtaining a sign permit for each such sign from the sign inspector as required by this article. Permits are not required for a change of copy on any sign, nor for the repainting, cleaning, and other normal maintenance and repair of the sign and sign structure. If the work authorized by the permit has not been completed within 12 months after the date of permit issuance, the permit lapses and becomes null and void.

(e) Sign Permit Application and Fee

Applications for sign permits must be filed with the sign inspector together with such the application fee established by resolution of the common council. Such fee may include inspection fees, late fees and fees for expedited process. Applications must be submitted on forms provided by the sign inspector and contain at least the following information:

1. The name and contact information of the sign owner, the property owner where the sign is or will be located, and the sign contractor of the proposed sign.
2. The following information in PDF, Microsoft Word or Microsoft Excel format:
 - a. Clear and legible scale drawings with description and nominal dimensions of the proposed sign, the construction size, dimensions, and kind of materials to be used in such structure.

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- b. A scaled and dimensioned site plan showing the buildings on the premises upon which the structure is to be erected and maintained, together with location, size and types of existing signs on the premises where the proposed sign is to be located.
 - c. A color rendering showing the sign at the proposed location.
 - 3. Calculations or evidence showing that the structure, design and mounts comply with the requirements of this article for wind pressure load.
 - 4. Evidence of liability, insurance policy or bond, as required in this article.
 - 5. Such other information as the sign inspector may require to show full compliance with this and all other applicable regulations of the city.
 - 6. Signature of the applicant and property owner.
- (f) **Permits for Signs Encroaching on Right-of-Way**
If a sign application involves the installation of a sign that encroaches upon or over right-of-way, such permit application must also include the following information:
- 1. Location of encroachment identified in drawings/renderings required under paragraph (e)(2);
 - 2. Acknowledgment by the property and business owner that the city may revoke permission to encroach upon right-of-way based on public safety, maintenance, other use or other legitimate reasons;
 - 3. Property owner agreement to hold the city harmless from any and all injury that may occur to any party as the result of the use of the right-of-way. This provision is intended to indemnify and hold harmless the city to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought that can fairly be said to be under the intent and purpose of this hold harmless agreement. To secure such hold harmless agreement, property or business owner must maintain a general liability insurance policy on its business operations in an amount of not less than \$1,000,000.00 per occurrence and produce a certificate of insurance demonstrating to the satisfaction of the city that the city is entitled to coverage thereunder under the terms and conditions of the hold harmless agreement. A copy of the certificate of insurance must be provided and maintained or the permission to encroach on right-of-way will be revoked.
4. The authority to encroach upon right-of-way does not transfer to any new business or property owner. A new right-of-way encroachment permit is required.
- (g) **Permit Issuance and Denial**
The sign inspector must issue a permit for the erection, structural alteration, enlargement or relocation of a sign within the city when the permit application is properly completed, all required fees have been paid, and the sign complies with all applicable regulations. If the sign permit is denied, the sign inspector must give written notice of the denial to the applicant, together with a brief statement of the reasons for the denial, ~~along with the return of all permit fees and papers~~. The sign inspector's failure to either formally grant or deny a properly completed sign permit application within 14 days of the date of application meeting the requirements of this article constitutes cause for appeal to the plan commission.
- (h) **Sign Permit Variance**
If a sign permit is denied due to the requirements in this section contained causing undue or unnecessary hardship on any person, firm or corporation, a variance from the sign regulations may be requested in accordance with 14-127.¹
- (3) **Violations and Penalties**
Violations of or failure to comply with the provisions of this article are declared to be unlawful.
- (a) Any sign erected, altered, moved or structurally modified without a permit, or altered with a permit but in violation

¹ The procedure to be followed is unclear. Is it the same as a zoning variance except that the PC hears and decides rather than BoA? What are the decision-making criteria? Does the PC make findings?

ARTICLE XI SIGNS

14-112 Construction, Installation & Maintenance

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with the provisions of this article, must be removed at the owner's expense or brought into compliance within 7 days of written notification by the sign inspector. If the violation is failure to obtain a permit, a permit fee is required, and the permit fee will be 5 times the normal fee. If the owner does not remove the sign or bring it into compliance, the sign inspector may order removal, the expenses of which will be assessed to the tax roll of the property on which the unlawful sign is located.

- (b) This section does not preclude the city from maintaining any appropriate action to prevent or remove a violation of this article. If the owner does not remove or bring into compliance, the sign inspector may order the sign removed. If such sign is not removed by the owner within the time period specified, the city may cause removal, with the owner being responsible for all costs. These expenses will be assessed to the tax roll of the property on which the unlawful sign is located.

14-112 Construction, Installation & Maintenance

(1) Construction

- (a) All signs must comply with the provisions of the city building ordinance.
- (b) All monument sign structures must be self-supporting structures and permanently attached to sufficient foundations.
- (c) Electrical service to ground signs must be concealed wherever possible.
- (d) All signs, except those attached flat against the wall of a building, must be constructed to withstand wind loads as follows, with correct engineering adjustments for the height of the sign above grade:
 1. For solid signs, 30 pounds per square foot on the largest face of the sign and structure.
 2. For skeleton signs, 30 pounds per square foot of the total face cover of the letters and other sign surfaces, or 10 pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign, whichever is greater.

- (e) Signs may not be suspended by chains or other devices that allow the sign to swing due to wind action. Signs must be anchored to prevent any lateral movement that could cause wear on supporting members or connections.
- (f) Cables, anchors, guys, fasteners, lag screws, bolts, or other equipment or materials used in securing any non-temporary sign to its mounting must be made of galvanized metal or of equal corrosion resisting metal or metal treated so as to be equally corrosion resistant. Supports and braces used to secure or support a sign must be designed as an integral part of the sign design or sign structure, or be screened from public right-of-way whenever possible.
- (g) All electric signs must also include: the number of lamp holders (for incandescent lamp signs) and the input amperes at full load and the input voltage (for electric discharge lamp signs).

(2) Safety

- (a) All signs must be installed and maintained in a workmanlike manner using equipment that is adequate and safe for the task.
- (b) At the time of permit application, plans must be filed with the sign inspector for footings for signs 8 feet to 20 feet in height, methods of attachment of projecting signs, and engineering specifications and calculations as required by the sign inspector.

(3) Electric Signs

This article recognizes that electric signs are controlled under the special equipment provisions of the city electrical ordinance/National Electric Code. Electric sign contractors and their employees are herein authorized to perform the following specific tasks:

- (a) Install exterior electric signs, ballasts or high voltage transformers to sockets or outline lighting tubes, and may connect such signs to primary branch circuit, if such circuit already exists outside of the building.
- (b) Install interior electric signs, but may not connect such signs to the primary branch circuit.

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(4) Maintenance and Repair

- (a) Every sign including, but not limited to, those signs for which permits are required, must be maintained in a safe, presentable and good structural condition at all times, including replacement of defective parts, painting (except when a weathered or natural surface is intended), repainting, cleaning and other acts required for the maintenance of such sign.
- (b) The sign inspector is responsible for requiring compliance with all regulations of this article. If the sign is not modified to comply with applicable regulations and safety standards, the sign inspector must require its removal.

(5) Abandoned Signs

All signs or sign messages must be removed by the owner or lessee of the premises upon which an on-premises sign is located when the business it advertises is no longer conducted or, for an off-premise sign, when lease payment and rental income are no longer provided. If internal sign components (wiring, lights, etc.) are visible after a sign face is removed, a new blank sign face must be added to visually screen the internal components. If the owner or lessee fails to remove the sign, the sign inspector will give the owner 30 days' written notice to remove such sign. Upon failure to comply with this notice, the city may cause removal to be executed, the expenses of which will be assessed to the tax roll of the property on which the abandoned sign is located.

(6) Deteriorated or Dilapidated Signs

The sign inspector is authorized to cause the removal of any deteriorated or dilapidated sign under the provisions of Wis. Stats. § 66.0413.

14-113 Nonconforming Signs**(1) Description**

A nonconforming sign is a sign that was lawfully established but that no longer complies with applicable sign regulations because of annexation or the adoption or amendment of regulations after the sign was established.

(2) Loss of Nonconforming Status

- (a) All Signs
All nonconforming signs lose their nonconforming status if one or more of the following occurs:

1. The sign is abandoned;
2. The sign is structurally altered in any way that brings the sign further out of compliance with these sign regulations than it was before alteration;
3. The sign is relocated. However, relocation of a sign pursuant to the exercise or the threat of exercise of eminent domain by a governmental authority does not result in a nonconforming sign losing its nonconforming status if the sign is relocated to an area on the same tax parcel and as close as practicable to the original site acquired by government action;
4. The sign fails to conform to this zoning ordinance regarding maintenance and repair, abandonment, or dangerous or defective signs; and
5. On the date of occurrence of any of the above, the sign must be immediately brought in compliance with this article with a new permit secured or it must be removed.

(b) Billboards and Off-Premise Signs

Billboards and off-premise signs are subject to the loss of nonconforming status criteria established for all signs in paragraph (a), above. In addition, billboards and off-premise signs lose their nonconforming status if any structural alterations are made, including those affecting the sign's size, height or electrical components.

(3) Maintenance and Repair

Nothing in this article relieves the owner or user of a nonconforming sign or the owner of the property on which the sign is located from the provisions of this article regarding safety, maintenance and repair of signs. If the cost of such repair and maintenance exceeds 50% of the replacement cost new of a nonconforming sign, the sign must be brought into compliance or be removed.

14-114 Prohibited Signs

The following signs are prohibited within the city:

- (1) Signs in the right-of-way except as allowed under 14-111(2)(f);
- (2) Abandoned signs;

ARTICLE XI SIGNS

14-115 Signs Not Requiring a Sign Permit

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- (3) Billboards and off-premise signs;
- (4) Flashing or strobe-light signs;
- (5) Moving signs, but not including changeable message signs that revolve around a vertical axis at speeds less than 7 revolutions per minute.
- (6) Swinging signs;
- (7) Painted wall signs;
- (8) Roof signs;
- (9) Manual changeable copy signs except as allowed under 14-117(1);
- (10) Floodlighted signs unless the floodlights are shielded so as to not allow view of the actual light source from any street or R-zoned lot;
- (11) Signs that contain statements, words or pictures of an obscene or pornographic nature or that shock the conscience of the public;
- (12) Signs that imitate or resemble an official traffic sign in terms of shape, size, copy or color;
- (13) Signs located within the intersection visibility triangle or that interfere with official traffic lights and control devices; and
- (14) Inflatable signs except for:
 - (a) Balloons or inflatable figures used in a parade, festival, civic event or holiday display; and
 - (b) Novelty balloons less than 2 feet in diameter and not more than 3 feet in any dimension and that are tethered or moored not to exceed 20 feet above ground.

14-115 Signs Not Requiring a Sign Permit

The sign types identified in this section are permitted in any zoning district without obtaining a sign permit and, unless otherwise expressly stated, are not counted as signs for purposes of determining the number of signs or amount of sign area on a lot. Such signs are subject to compliance with all applicable regulations of 14-119.

(1) Address Numbers and Nameplates

Address numbers and nameplates not exceeding one square foot in area per building ~~identifying the owner or occupant of a property or name of a permitted home occupation~~. Such numbers and nameplates must comply with Section 22-3 of the municipal code.

(2) Art/Public Art

Art and public art displays.

(3) Construction Signs

Up to 2 construction signs per lot, not exceeding 50 square feet in sign area per sign. Such signs may be erected no more than 5 days prior to construction, must be confined to the construction site, and must be removed no more than 60 days after completion of construction or expiration of the permit authorizing such construction, whichever occurs first.

(4) Directional Driveway Signs

Driveway signs not exceeding 6 square feet in area in a commercial, mixed-use, or industrial district or 3 square feet in area in a residential district. ~~displayed strictly for the direction, safety, or convenience of the public, including signs that identify restrooms, parking area entrances or exits, loading areas, addresses, or similar noncommercial information~~ Driveway signs may not exceed 6 feet in height and must be located within 10 feet of the intersection of the driveway opening and the right-of-way line.

(5) Flags, Pennants and Banners

- (a) Flags, pennants and banners outside of the public right-of-way that do not contain a commercial message, including official government flags, emblems, or temporary displays of a patriotic, religious, charitable, or other civic character.
- (b) Placement of flags, pennants, or banners in the public right-of-way requires a city-issued permit or installation by city personnel.

(6) Historic Plaques

Plaques on ~~or name plates identifying federal, state or local designated~~ historic buildings or structures, not exceeding 4 square feet in area.

Holiday Decorations

~~Decorations commemorating national or state holidays. Such decorations may not be permanent in nature and may not contain a commercial message.~~

(7) Interior Signs

Signs located within the interior of any building or stadium or within an enclosed lobby or court of any building that are not visible from the public right-of-way. Such signs must comply with the

structural, electrical, or materials specifications required by this article or the building code.

(8) Memorial Engraved Signs

Signs that are engraved or cut into any masonry or metal surface used as an exterior building material or when constructed of bronze or other incombustible material, provided such memorial sign does and that do not exceed 4 square feet in area.

(9) Neighborhood Identification Signs

Residential neighborhoods and residential subdivisions are allowed a single freestanding sign at each street entrance to the neighborhood or subdivision. Such signs may not exceed 24 square feet in area of 6 feet in height. In any zoning district, a sign, masonry wall, landscaping, or other similar material and feature may be combined to form a display for neighborhood, apartment or subdivision identification, provided that the legend of such sign or display must consist only of the neighborhood, apartment or subdivision name.

Plaques

One religious symbol, commemorative plaque, or identification emblem, provided such symbol, plaque, or emblem does not exceed 4 square feet in area and provided all such symbols, plaques, and emblems are placed flat against a building.

(10) Public Required Signs

Signs erected and maintained pursuant to the discharge of governmental functions, or that are required by law, ordinance, or government regulation, or that are required to be posted in order to effectuate a legal right.

Public signs, street signs, warning signs, railroad crossing signs, emergency signs, or signs of public service companies for the purpose of promoting safety.

(11) Campaign Signs

Campaign signs on behalf of candidates for public office or issues on election ballots, provided that such signs are subject to the following regulations:

- (a) Permission must be obtained from the owners or tenants in possession of the property upon which a campaign sign is placed. Campaign signs may not be located on public property.
- (b) The person or organization responsible for the erection or distribution of any campaign signs, or the owner, or agent of the property

upon which such signs are located, must cause their removal within 3 days after the election to which the signs are pertinent unless such signs must continue to be pertinent to a general election to be held within 90 days. If the signs are not removed within the 3-day period, the sign inspector or authorized designee, must cause such sign to be removed without the necessity of giving notice and the costs thereof placed upon the tax roll for such parcel as a special charge for current services rendered under Wis. Stats. § 66.0627.

- (c) Campaign signs, except billboards, may not exceed 11 square feet in area in residential zoning districts and 16 square feet in area in all other zoning districts. This paragraph does not apply to a sign that is affixed to a permanent structure and does not extend beyond the perimeter of the structure. If the sign does not obstruct a window, door, fire escape, ventilation shaft or other area required by an applicable building code to remain unobstructed.
- (d) Campaign signs may not be placed upon a building or a zoning lot that will create a traffic or safety hazard. The city police department is primarily responsible for determining safety and traffic factors of such signs. If it is determined that any sign is a traffic and/or safety factor, the city police department is authorized to remove or order the removal of such signs. If such sign is not removed within the time-frame given, the police department is authorized to cause such sign to be removed and the costs thereof placed upon the tax roll as a special charge for current services rendered under Wis. Stats. § 66.0627.

(12) Real Estate Signs

One real estate sales sign on any lot or parcel, or 2 signs per corner lot, provided that such sign is located entirely within the property to which the sign applies and is not directly illuminated.

- (a) In residential districts, such signs may not exceed 6 square feet in area. and must be removed within 30 days after the sale, rental or lease has been accomplished
- (b) In all other districts, such signs may not exceed 32 square feet in area. and must be

ARTICLE XI SIGNS

14-116 General Design

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~~removed within 30 days after the sale, rental or lease has been accomplished.~~

(13) Temporary Sales Signs

Temporary sales signs not exceeding 8 square feet and limited to one sign per property.

- (a) Temporary sales signs for garage, estate and yard sales type activities may be erected no more than 3 times per calendar year for periods not exceeding 3 consecutive days and must be removed at the end of the sale.
- (b) Temporary sales signs for seasonal sales events (homemade goods, home grown goods, holiday sales, etc.,) may be erected no more than 3 times per calendar year for periods not exceeding 30 consecutive days and must be removed at the end of the sale.

(14) Temporary Civic Special Event Signs

~~Special event signs are subject to approval by the sign inspector, pertaining to public or civic events or advertising displays not exceeding 16 square feet in area to be displayed for a limited period of time not to exceed 30 days.~~

(15) Vehicular Signs

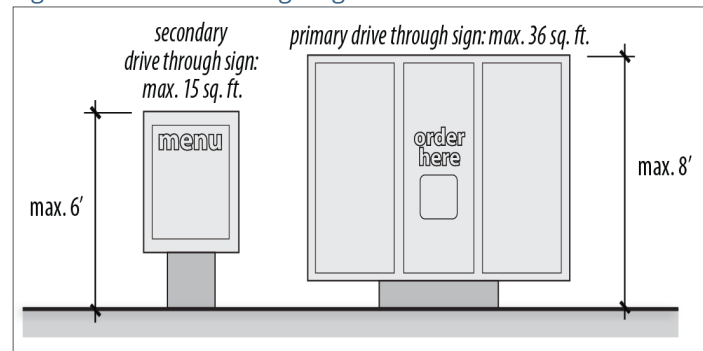
Signs on vehicles operated in the normal course of business, which business is not primarily the display of signs.

(16) Drive-Through Signs

Drive-through signs are permitted in conjunction with drive-through uses, in accordance with the following regulations.

- (a) Drive-through signs must be located within 10 feet of a drive-through lane.
- (b) One primary drive-through sign not to exceed 36 square feet in area or 8 feet in height is allowed per order station up to a maximum of 2 primary drive-through signs per lot. One 2ndary drive-through sign not to exceed 15 square feet in area or 6 feet in height is allowed per lot.
- (c) Drive-through signs must be set back at least 25 feet from residential zoning districts.
- (d) Drive-through signs must be oriented to be visible by motorists in allowed drive-through lanes.
- (e) Internal illumination is permitted only when the sign completely screened from view of abutting R-zoned lots.

Figure 11-1. Drive-through Sign



(17) Door Sign

One sign on the door or within 6 feet of the door of a business or other nonresidential use. Such sign may not exceed 2 square feet in area or contain flashing, blinking or strobe lights.

14-116 General Design

(1) Design

Signs must be designed to be compatible with the character of building materials and landscaping to promote an overall unified design theme. The use of high-intensity colors or florescent pigments is prohibited.

(2) Maintenance

Every sign must be constructed and maintained in good structural condition at all times. All signs must be kept neatly painted, stained, sealed, or preserved including all parts and supports.

(3) Illumination

Illumination of signs is permitted subject to the following regulations:

- (a) Illumination of signs must be directed or shaded so that the illumination does not:
 1. Interfere with the vision of persons on adjacent streets or properties;
 2. Direct onto adjacent properties; or
 3. Create a nuisance condition as determined by the sign inspector and/or designee.
- (b) Where internal illumination of signs is permitted, signs must be designed to minimize the amount of light that is transmitted through the sign panel. The display of white light should be limited to the sign copy. The display of internal illumination

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through the background must be controlled by one or more of the following:

1. Limiting the illuminated background to 30% of the sign area;
2. Changing the shape of the sign to reduce the lighted surface area;
3. Using a dark color; or
4. Using an opaque screen.

- (c) Underground wiring is required for illuminated signs that are not attached to a building.

(4) Blanketing/Repeated Use

Blanketing or repeated use of signs on one property is prohibited.

(5) Vertical Clearance

- (a) When a sign extends over an area where vehicles travel or are parked, the bottom of the overhanging sign must be at least 12 feet above the ground beneath the sign. Vehicle areas include but are not limited to driveways, alleys, parking areas, drive-through lanes and loading and maneuvering areas.
- (b) When a sign extends over a sidewalk, walkway, or other space accessible to pedestrians, the bottom of the sign structure must be at least 7 feet above the ground beneath the sign.

(6) Measurement of Sign Height

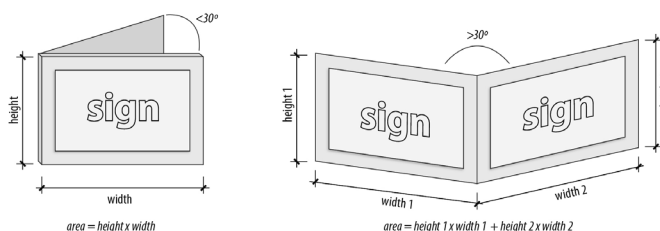
- (a) The height of a sign is measured by calculating the distance from the base of the sign at normal grade to the top of the sign face. Normal grade is the lower of:
1. The existing grade prior to construction; or,
 2. The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
- (b) Architectural, structural design and similar elements of the sign are allowed to exceed maximum stated sign heights by up to 2 feet for a ground-mounted sign and up to 4 feet for a pole sign.

(7) Measurement of Sign Area

Sign area is calculated as follows:

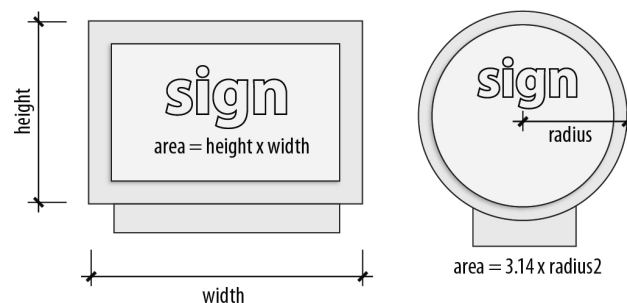
- (a) When the sign faces of a multi-sided sign are parallel or within 30 degrees of parallel, only one side of the sign is counted for the purpose of determining the area and number of signs. If the sign faces are not parallel or within 30 degrees of parallel, all sign faces are counted in determining the number and area of signs on the subject lot.

Figure 11-2. Multi-sided Sign



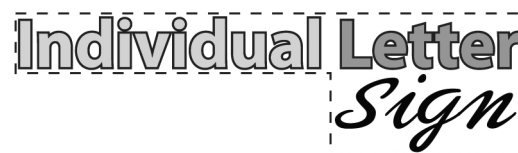
- (b) The area of a sign enclosed in a frame or cabinet is determined based on the outer dimensions of the frame or cabinet surrounding the sign face.

Figure 11-3. Sign Area



- (c) The area of a sign comprised of individual letters or elements attached to a wall is determined by calculating the area of the smallest square, rectangle, or circle, that can be drawn around the letters and graphic elements of the sign. Signs consisting of individual letters and/or graphic elements will be measured as one sign when the distance between the letters and/or elements is less than the largest dimension of the largest sign letter.

Figure 11-4. Individual Letter Signs

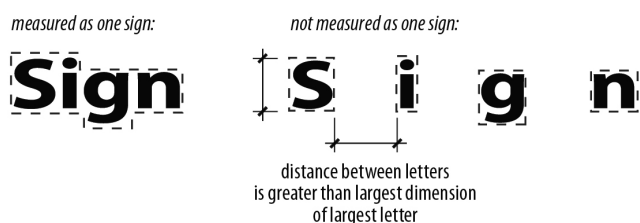


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14-117 Special Signs

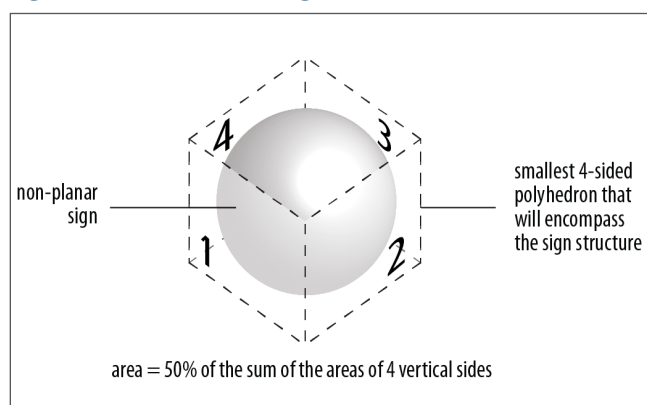
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Figure 11-5. Individual Letters



- (d) Spherical, free-form, sculptural or other non-planar sign area is measured as 50% of the sum of the areas using only the 4 vertical sides of the smallest 4-sided polyhedron that will encompass the sign structure.

Figure 11-6. Non-Planar Signs



The area of a sign is measured by enclosing the most protruding points or edges of the sign within the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material, color, or decoration forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. Such area does not include any base, supports, bracing, supporting fence, or supporting wall when they are clearly incidental to the display itself.

The allowable sign area for a sign with more than one face is computed by adding together the area of all sign faces visible from any one point. When two identical sign faces are placed back to back, so that both faces cannot be viewed from any point at the same time, and when such sign faces are part of the same sign structure and are not more than 2 feet apart, the sign area is computed by measurement of one of the faces.

(8) Assignment of Sign Area—Multi-Tenant Buildings

The allowable area for signs is based on the linear feet of a building façade assigned to each tenant.

(9) Measurement of Separation Distance

Required spacing and separation distances between signs must be measured in a straight line from the nearest points on the respective sign structures. Required separation distances between signs and zoning districts or lots must be measured in a straight line from the nearest point on the sign structure to the nearest point of the subject district or lot.

14-117 Special Signs

(1) Temporary Signs

Temporary signs are allowed in addition to the permanent signs allowed under [14-118](#), subject to in compliance with the following regulations:

- Temporary signs are permitted only in mixed-use, commercial, and industrial districts or in residential districts in conjunction with a new subdivision.
- Temporary signs must comply with the setback provisions for monument or ground/pylon signs in each zoning district.
- Temporary signs are limited to 32 square feet in total area per property.
- Temporary signs require a permit from the sign inspector for each location and time-period.

~~Temporary signs must be located on the property the advertising pertains to except as allowed under 14-111(2)(f).~~

- Temporary signs are limited to a maximum of 3, 14-day periods per year per property (defined by a single property identification number).
- All pennants, streamers, banners, and other forms of temporary signs must be maintained and not frayed, torn, or tattered.
- Banners, pennants, searchlights or balloons may not be used on a permanent basis. No more than 2 banners, balloons, flags, or posters are permitted at one time on a property and can only be used for a maximum of 14 days, repeated no more than 3 times per calendar year. Balloons and

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other aerial devices may not exceed 20 feet in height.

- (h) No more than one reader board or other portable ground sign is permitted at one time on a property, subject to the time limitations under paragraph (e) above.

(2) Trailer or Mobile-Mounted Signs

Trailer or mobile signs mounted are permitted for a total of 4 weeks per year, provided no single period exceeds 14 days, repeated no more than 2 times per calendar year, and:

- (a) Each permit is to be issued to a single parcel or identifiable shopping center and not each individual business within the center;
- (b) Such must be set back at least 25 feet from an intersecting street or driveway to preserve sight distance;
- (c) A site plan must be submitted with the sign permit application; and
- (d) Portable electronic message center signs are prohibited in residential districts and downtown-mixed-use districts.

(3) Schools, Colleges and Religious Assembly Uses

The following special sign regulations apply to sites occupied by schools, colleges or religious assembly uses:

- (a) A wall sign ~~identifying the institution name~~ can may be used in combination with a monument sign.
- (b) One monument sign is permitted per street frontage, and one sign attached to a building is permitted per building facade facing a public street.
- (c) Monument signs may not exceed 8 feet in height and contain no more than 50 square feet of sign area (per side). Signs attached to a building may not have any support structures extending above roof/cornice and may contain no more than 32 square feet of sign area.
- (d) Monument signs must be architecturally compatible with the principal building and have a masonry base or earth berm. The height of the required base or berm must be at least one foot and may not exceed 4 feet.

- (e) The horizontal measurement of the monument sign must be greater than the vertical measurement.
- (f) Monument signs must be set back at least 5 feet from any property line.
- (g) Architectural details compatible with the building design may not exceed 16 inches above the maximum height.
- (h) A detailed landscape plan is required with a landscape area sufficient to cover an area extending not less than 3 feet past any part of the monument sign. The landscape plan is subject to sign inspector approval.²

~~The monument sign is to be limited to name, logo, and address.~~

- (i) Four lines of reader board are permitted on the monument sign, not to be greater than 75% of the overall sign area. No additional exterior reader boards and/or changeable copy are permitted on the same lot.
- (j) The reader board ~~is limited to advertising for onsite activities. No off-site advertising is permitted~~ may not contain a commercial message.
- (k) Electronic message signs (EMS) are permitted as indicated in Table 11-2, subject to compliance with the following regulations:
 1. Electronic message signs must be a part of a monument sign.
 2. An electronic message sign may not operate between 11:00 p.m. and 5:00 a.m.
 3. The transition time between messages and/or message frames is limited to 3 seconds.
 4. The following EMS display features and functions are prohibited: scrolling, traveling, flashing, spinning, rotating, fade, dissolve, any other moving effects, and all dynamic frame effects or patterns of illusionary movement or simulated movement.

(4) Subdivision Sales

Two temporary signs are allowed in a newly developed subdivision in which 5 or more lots or

² This provision has been moved; it formerly applied only to EMSs.

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buildings are being actively marketed for sale. Such signs are subject to the following regulations:

- (a) Applicants for subdivision development signs must submit a site plan, sign details, and other information, to the office of the sign inspector for review of compliance with all applicable codes.
- (b) Sign permits may be issued until 80% of the lots have been sold, or less than 5 lots remain in the subdivision, after which the signs must be removed.
- (c) ~~The temporary subdivision sign may contain advertising in connection with the name of the subdivision, development firm, building contractor, real estate firm, and may refer to materials, appliances, supplies, and building trades used in connection with the dwelling units or services provided by the developer.~~ Subdivision sales signs may be externally illuminated.
- (d) Any subdivision sales sign must comply with all applicable setback requirements for the subject zoning district.
- (e) Subdivision sales signs may not exceed 10 feet in height with 3 feet of under-clearance. Maximum sign area may not exceed 64 square feet.

(5) Changeable Copy

Changeable copy signs may be incorporated within or used as signs ~~in any district in on any lot occupied by a nonresidential use~~, subject to compliance with the following regulations:

- (a) Changeable copy signs may not be utilized as a stand-alone sign and must be incorporated into or attached to ~~a primary business identification or otherwise allowed wall or freestanding~~ sign so that separation between the 2 signs is limited to no more than one foot.
- (b) The changeable copy sign may not exceed the following size limitations:

TABLE 11-1 — MAXIMUM CHANGEABLE COPY AREA

Total Sign Face Area	Max. Changeable Copy Area
Less than 24 sq. ft.	8 sq. ft.
24 sq. ft. to 96 sq. ft.	33% of Sign Face Area
More than 96 sq. ft.	32 sq. ft.

- (c) The changeable copy sign message may consist of letters and numbers only. For changing signs, automatic copy may not change more than 6 times per minute.
- (d) Color may not be red, green, or amber if the sign is located within 20 feet of the street right-of-way. ~~in the front setback if within the vision triangle of an intersection~~

Fuel/Gas Center Signs

- (e) ~~A fuel center sign can use digital LED lighting for displaying the fuel cost. The LED lighting display cannot be used for any other type of copy.~~
- (f) ~~The digits used in such LED may not exceed 8 inches in height for monument sign and 12 inches in height for pole sign.~~

(6) Sandwich Board Signs

- (a) Uses

A sandwich board sign may be permitted within the city right-of-way for uses with public sidewalk frontage in the ~~Downtown Main Street Overlay District X districts~~, subject to compliance with the regulations of this subsection (6):
- (b) Dimensional/Design Standards
 - Sign face area may not exceed 8 square feet per sign face.
 - Sign face width may not exceed 2 feet measured at the widest point of the sign face.
 - Sign height may not exceed 4 feet measured from the sidewalk beneath the sign to the top of the sign.
 - A ballast must be installed at the base of a sandwich board sign to ensure stability in windy conditions.
 - Signs must be portable and may not be permanently affixed to any structure or sidewalk.
 - The sign may not be painted traffic yellow or construction zone orange, nor may it be reflective, fluorescent or illuminated.
 - Signs may not resemble or contain any MUTCD-compliant traffic control devices in size, shape, message, or color.
 - A maximum of one sandwich board sign per individual business per street

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frontage is permitted. No supplemental sign, notice, flag, balloon or other decoration may be attached to the sign.

9. The sandwich board must be manufactured to a professional standard of construction, finish and graphics; be fabricated of sign grade wood or metal and be free-standing and self-supporting and not be affixed to or mounted on wheels.
10. The sign must be fold-over or breakaway in design, and not be capable of producing serious injury to pedestrians, bicyclists, and motorists.
11. The sign must be maintained in good repair.
12. The sign may not obstruct building exits.

(c) **Placement**

1. Sandwich board signs must be placed on the sidewalk fronting the place of business.
2. Signs may not be placed within 10 linear feet of another sandwich board sign, measured from the base of each sign.
3. Signs may be placed only on sidewalks where a minimum 5-foot clear sidewalk area is maintained to allow the passage of pedestrians and wheelchairs and where they will not interfere with building access other allowed uses of the public right-of-way or compromise public safety.
4. Signs may not block or interfere with any permanent or temporary traffic control devices.
5. Sandwich board signs may not be located in a manner that would interfere with passengers boarding or alighting from a transit vehicle.
6. Signs may not be closer than 2 feet from the face of the street curb.
7. Sandwich board signs may be displayed only during the period a business is open to the public and must be removed at close of business each day. Sandwich board signs may not be placed in such a way as to interfere with snowplowing of the streets. The area around the sandwich board sign must be free of snow and ice and must be placed

on the ground at all times. Sandwich board signs may not be placed on snow banks. Businesses that utilize sandwich board signs must hold the city harmless from damage to the signs due to snow removal.

8. Sign placement must comply with all applicable ADA (Americans with Disabilities Act) requirements.

(d) **Enforcement**

More than 2 violations of the sandwich board sign regulations in one calendar year will result in the removal of the sandwich board sign. A new sandwich board sign will not be permitted for the business for a minimum of 12 months from the date of the sign permit revocation.

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14-118 Signs Permitted

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14-118 Signs Permitted

(1) General

Table 11-2 identifies the types of signs allowed in the city's various zoning districts, subject to compliance with the regulations applicable to the specific sign type under 14-119) all other applicable provisions of this article. These signs are in addition to those allowed pursuant to the exempt sign provisions of 14-115 and the temporary sign regulations of 14-117.

(2) Number of Sign Types Per Lot

A maximum of 3 different sign types per ~~business lot~~ may be used outside of the ~~downtown overlay districtX~~ districts. In the ~~downtown overlay districtX~~ districts the use of up to 2 sign types per lot is permitted.

TABLE 11-2 — SIGNS PERMITTED BY ZONING DISTRICT

Zoning District	Awning/ Canopy/ Marquee	Business Center	EMS	Monument	Pole	Projecting	Wall	Window	Art
R1	-	-	©	-	-	-	-	-	-
R2	-	-	©	-	-	-	-	-	-
RM1	-	-	©	●	-	-	-	-	●
RM2	-	-	©	●	-	-	-	-	●
RX	-	-	©	●	-	●	●	-	●
MX1	●	●	-	●	-	●	●	●	●
MX2	●	●	-	●	-	●	●	●	●
MX3	●	●	●	●	●	●	●	●	●
GX1	●	●		●	-	●	●	●	●
GX2	●	●	●	●	●	●	●	●	●
C	●	●	●	●	●	●	●	●	●
O	●	●	●	●	●	●	●	●	●
I1	●	-	-	●	-	-	●	-	●
I2	●	-	-	●	-	-	●	-	●
AG	-	-	-	●	-	-	-	-	●
CON	-	-	-	●	-	-	●	-	●

KEY:

● = permitted

© = conditional use approval required (Peter's said "special")

- = prohibited

14-119 Regulations for Specific Sign Types**(1) Awning/Canopy/Marquee Signs****(a) Where Allowed**

Awning, canopy, and marquee signs are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (Awning/Canopy/Marquee Signs)

Awning, canopy, and marquee signs are subject to the general regulations of [Table 11-3](#).

TABLE 11-3 — AWNING, CANOPY, AND MARQUEE SIGN REGULATIONS

Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	NA	NA	NA	NA	NA	NA
RM2	NA	NA	NA	NA	NA	NA
RX	1 sign	No more than 5' wide	Below 2nd floor window or 20 ft, whichever is less.	7	NA	Under structure
MX1	1 per building street frontage, 1 per tenant.	1 per linear ft, not to exceed 30				External
MX2		1.5 per linear ft, not to exceed 60				
MX3		1 per linear ft, not to exceed 30				
GX1		1.5 per linear ft, not to exceed 60				
GX2		2 per linear ft, not to exceed 200				
C						
O						
I1						
I2						
AG	NA	NA	NA	NA	NA	NA
CON	NA	NA	NA	NA	NA	NA

(c) Supplemental Regulations (Awning/Canopy/Marquee Signs)

Awning, canopy, and marquee signs are subject to the following supplemental regulations in addition to the regulations of [Table 11-3](#).

- Awning/canopies without signs are permitted above doors and windows with a building permit.
- Awning/canopy signs are only permitted at the ground-level of a building.
- Awning, canopy, and marquee signs may not extend above the roof or parapet of the structure to which it is attached.
- Awning, canopy, and marquee signs may not interfere with street trees or traffic signs.
- Awning, canopy, and marquee signs must be supported solely by the building to which it is attached and no columns or posts are permitted as supports within the right-of-way.
- The roofs of marquees/awnings and canopies may not be used for any purpose other than to form and constitute a roof. The roofs of all marquees/awnings and canopies on private property may not drain directly onto the public right-of-way. The roofs of all marquees/awnings and canopies must be constructed to support a live load of not less than 60 pounds per square foot.
- Any text, logos, or other graphic representation qualifying as a sign that is placed on an awning, canopy, or marquee must be included within the calculation of total allowable wall sign area and are

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subject to the wall sign area regulations of this article.

8. Lettering and logos may not exceed more than 30% of the total exterior of awning/canopy and cannot exceed 30 square feet.
9. Awnings and canopies may not be white or translucent.
10. Awnings with back-lit graphics or other kinds of interior illumination are prohibited.
11. Matte-finish canvas or acrylic coated fabric is ~~preferred~~required for awnings. Vinyl awnings are ~~permitted~~prohibited.
12. Lettering or logos must be painted or otherwise permanently affixed in letters not exceeding 20 inches in height on the front and side portions of an awning or canopy.
13. Awnings must be designed to project over individual windows and door openings and not project as a single continuous feature extending over masonry.
14. In Downtown Main Street Overlay X districts, the sign may project into the public right-of-way, but may not extend closer than 3 feet to any street curb line.

Figure 11-7. Awning Sign



Figure 11-8. Canopy Sign



Figure 11-9. Marquee Sign



(2) Business Center Signs**(a) Where Allowed**

Business center signs are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (Business Center Signs)

Business center signs are subject to the general regulations of [Table 11-4](#).

TABLE 11-4 — BUSINESS CENTER SIGN REGULATIONS

Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	NA	NA	NA	NA	NA	NA
RM2	NA	NA	NA	NA	NA	NA
RX	NA	NA	NA	NA	NA	NA
MX1	1 per business center	80	10	NA	5	External, backlit halo. Internal if lettering only
MX2		80	10			
MX3		160	15			
GX1		80	10			
GX2		160	15			
C		200	20			
O		200	20			
I1	NA	NA	NA	NA	NA	NA
I2	NA	NA	NA	NA	NA	NA
AG	NA	NA	NA	NA	NA	NA
CON	NA	NA	NA	NA	NA	NA

(d) Supplemental Regulations (Business Center Signs)

Business center signs are subject to the following supplemental regulations in addition to the regulations of [Table 11-4](#).

- Business center signs must keep the first 2 feet of the sign closest to the ground free of sign copy for the purposes of snow storage and landscaping. This portion of the sign is not counted toward the calculation of allowable sign.
- Business center signs in ~~downtown business districts~~ X districts must be monument signs.
- Electronic message signs are prohibited on business center signs.

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(3) Electronic Message Signs (EMS)

(a) Where Allowed

Electronic Message signs (EMS) are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (EMS)

Electronic Message signs are subject to the general regulations of [Table 11-5](#).

TABLE 11-5 — ELECTRONIC MESSAGE SIGN REGULATIONS

Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	NA	NA	NA	NA	NA	NA
RM2	NA	NA	NA	NA	NA	NA
RX	NA	NA	NA	NA	NA	NA
MX1	NA	NA	NA	NA	NA	NA
MX2	NA	NA	NA	NA	NA	NA
MX3	1	160	15	NA	0	Yes
GX1	NA	NA	NA	NA	NA	NA
GX2	1	160	15	NA	0	Yes
C		200	20			
O		200	20			
I1	NA	NA	NA	NA	NA	NA
I2	NA	NA	NA	NA	NA	NA
AG	NA	NA	NA	NA	NA	NA
CON	NA	NA	NA	NA	NA	NA

(d) Supplemental Regulations (EMS)

Electronic Message signs are subject to the following supplemental regulations, in addition to the regulations of [Table 11-5](#).

- EMS must not be utilized as a stand-alone sign and must be incorporated into or attached to ~~the primary business identification an otherwise allowed wall or freestanding~~ sign so that separation between the 2 signs is limited to one foot.
- EMS may not occupy more than 30% of the sign area.
- EMS are allowed on monument and pole signs.
- EMS must be perpendicular to the street frontage.
- EMS must have a minimum display time of 8 seconds.
- The transition time between messages and/or message frames is limited to 3 seconds and these transitions may employ fade, dissolve, and/or other transition effects. Flashing or video is prohibited.
- The EMS must be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness. Such sign may not be

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illuminated at a level greater than necessary for adequate visibility. Message center signs that are found to be too bright must be modified upon an order by the city.

8. Including an EMS as part of a permanent sign will prohibit the use of any portable signs.
9. EMS signs may not display off-premise commercial advertising.

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(4) Monument Signs

(a) Where Allowed

Monument signs are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (Monument Signs)

Monument signs are subject to the general regulations of [Table 11-6](#).

TABLE 11-6 — MONUMENT SIGN REGULATIONS

Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	1	25	6	NA	5	External, backlit halo. Internal if lettering only
RM2		25				
RX		30				
MX1		30				
MX2		30				
MX3	1 per street frontage	50	8	NA	5	External, backlit halo. Internal if lettering only
GX1	1	30				
GX2	1 per street frontage	50				
C		75				
O		75				
I1		200				
I2		200				
AG	1 sign	25	6	NA	5	External, backlit halo. Internal if lettering only
CON	1 sign	200	8	NA	5	

(c) Supplemental Regulations (Pole Signs)

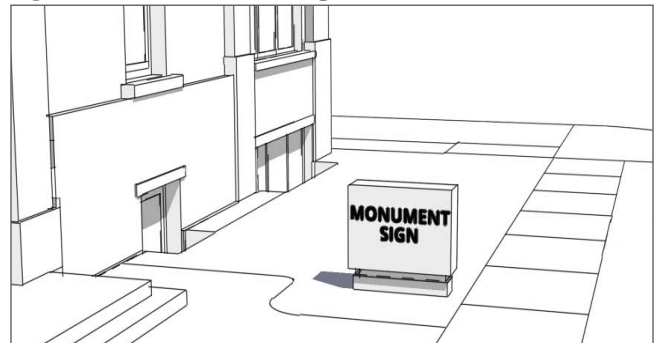
Monument signs are subject to the following supplemental regulations, in addition to the regulations of [Table 11-6](#).

- Monument signs must keep the first 2 feet of the sign closest to the ground free of sign copy. This portion of the sign is counted toward the calculation of allowable sign area.
- Monument signs must incorporate design details, materials, and colors of the associated building(s). EIFS is not allowed on monument signs.
- The maximum height of the sign base may not exceed 33% of the total sign height.
- Letter heights may not exceed 8 inches.

~~Sign text is limited to the building or project name, logos, and the business address.~~

- Two monument signs are permitted on corner lots that have a minimum of 250 feet of frontage on each street.

Figure 11-10. Monument Sign



(5) Pole Signs**(a) Where Allowed**

Pole signs are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (Pole Signs)

Pole signs are subject to the general regulations of [Table 11-7](#).

TABLE 11-7 — POLE SIGN REGULATIONS

Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	NA	NA	NA	NA	NA	NA
RM2	NA	NA	NA	NA	NA	NA
RX	NA	NA	NA	NA	NA	NA
MX1	NA	NA	NA	NA	NA	NA
MX2	NA	NA	NA	NA	NA	NA
MX3	1	75	15	10	10	Yes
GX1	NA	NA	NA	NA	NA	NA
GX2	1	75	15	10	10	Yes
C		150	20			
O		150	20			
I1	NA	NA	NA	NA	NA	NA
I2	NA	NA	NA	NA	NA	NA
AG	NA	NA	NA	NA	NA	NA
CON	NA	NA	NA	NA	NA	NA

(d) Supplemental Regulations (Pole Signs)

Pole signs are subject to the following supplemental regulations, in addition to the regulations of [Table 11-7](#).

1. The structure must be constructed and designed to incorporate design details, materials, and colors of the associated building(s). EIFS is not allowed on pole signs. Poles must be shrouded and integrated into the overall sign design.
2. Sign panels may not extend more than 2 feet beyond the width of the architectural support elements on the sign except in the primary view of any freeway.

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(6) Projecting Signs

(a) Where Allowed

Projecting signs are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (Projecting Signs)

Projecting signs are subject to the general regulations of [Table 11-8](#).

TABLE 11-8 — PROJECTING SIGN REGULATIONS

Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	NA	NA	NA	NA	NA	NA
RM2	NA	NA	NA	NA	NA	NA
RX	1 per business with street frontage	8	Below 2nd floor windows, or 20 ft, whichever is less.	7	NA	External, backlit halo. Internal if lettering only
MX1						
MX2						
MX3						
GX1						
GX2						
C						
O						
I1	NA	NA	NA	NA	NA	NA
I2	NA	NA	NA	NA	NA	NA
AG	NA	NA	NA	NA	NA	NA
CON	NA	NA	NA	NA	NA	NA

(d) Supplemental Regulations (Projecting Signs)

Projecting signs are subject to the following supplemental regulations, in addition to the regulations of [Table 11-8](#).

- Projecting signs must project from the wall at a 90° angle. Projecting signs are not allowed at the intersection of streets except at right angles to a building front.
- Projecting signs must have a minimum clearance of 12 inches between building face and sign and may not project more than 4 feet from the building or closer than 3 feet to the edge of the sidewalk, whichever is less.
- Projecting signs may not be erected within 15 feet of any other projecting sign; however, this provision does prohibit at least one projecting sign per property tax parcel.
- Upper floor businesses may have one shared projecting sign per building entrance.
- Mounting hardware must be an attractive part of the sign design. Simple round pipe brackets with plugged ends or added decorative elements are generally appropriate for signs.

Figure 11-11. Projecting Sign



(7) Wall Signs

(a) Where Allowed

Wall signs are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (Wall Signs)

Wall signs are subject to the general regulations of [Table 11-9](#).

TABLE 11-9 — WALL SIGN REGULATIONS

Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	NA	NA	NA	NA	NA	NA
RM2	NA	NA	NA	NA	NA	NA
RX	1 per tenant on 1st floor with street frontage	25	Below 2nd floor windows, or 20 ft, whichever is less.	NA	NA	External, backlit halo. Internal if lettering only
MX1		1 per linear ft, minimum of 25 maximum 50.				
MX2		1 per linear ft, minimum of 25 maximum 50.				
MX3		1.5 per linear ft, maximum 75.				
GX1		1 per linear ft, minimum of 25 maximum 50.				
GX2		1.5 per linear ft, maximum 75.				
C		2 per linear ft, maximum 150.				
O						
I1						
I2						
AG	NA	NA	NA	NA	NA	NA
CON	1 per tenant on 1st floor with street frontage	50	Below 2nd floor windows, or 20 ft, whichever is less.	NA	NA	External, backlit halo. Internal if lettering only

(d) Supplemental Regulations (Wall Signs)

Wall signs are subject to the following supplemental regulations, in addition to the regulations of [Table 11-9](#).

1. Wall signs may not project more than 12 inches from the building surface which must also include the mounting brackets.
2. Wall signs may not extend above the lowest point of the roof, nor beyond the ends of the wall to which it is attached.
3. Wall signs may not obscure architectural features of the building, including but not limited to windows, arches, sills, moldings, cornices, and transoms.
4. For multiple story buildings in [X districts](#), wall signs are permitted only as follows (except as provided for in this chapter):

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- a. On the building frieze;
 - b. In the area between the first floor and the window sill of the 2nd story window; if no windows are present, then no higher than 20 feet.
5. In ~~X districts Downtown Main Street Overlay~~, wall signs may not be erected within 15 feet of any other projecting sign; however, this provision does not prohibit at least one wall sign per property tax parcel.
 6. In ~~X districts Downtown Main Street Overlay~~, the width of the sign may not exceed the width of the storefront.
 7. Existing buildings with signs above the height of the window sill of a second-story window may replace sign copy with a sign of the same size, shape, and lettering.

Figure 11-12. Wall Sign



(8) Window Signs**(a) Where Allowed**

Window signs are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (Window Signs)

Window signs are subject to the general regulations of [Table 11-10](#).

TABLE 11-10 — WINDOW SIGN REGULATIONS						
Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	NA	NA	NA	NA	NA	NA
RM2	NA	NA	NA	NA	NA	NA
RX	NA	NA	NA	NA	NA	NA
MX1	1 per street-fronting window and/or door	30% of 1st floor street-fronting window area	NA	NA	NA	None
MX2						
MX3						
GX1						
GX2						
C						
O						
I1	NA	NA	NA	NA	NA	NA
I2	NA	NA	NA	NA	NA	NA
AG	NA	NA	NA	NA	NA	NA
CON	NA	NA	NA	NA	NA	NA

(c) Supplemental Regulations (Window Signs)

Wall signs are subject to the following supplemental regulations, in addition to the regulations of [Table 11-10](#).

1. Window signs must be applied directly to the interior surface of the glazing or hung inside the window thereby concealing all mounting hardware and equipment. Signs attached to the exterior of windows are prohibited.
2. Neon signs displayed indoors constitute permanent window signs. Only one neon sign is permitted per street frontage.

Figure 11-13. Window Sign



ARTICLE XI SIGNS

14-119 Regulations for Specific Sign Types

DRAFT**(9) Art Displays****(a) Where Allowed**

Art displays are allowed as indicated in [Table 11-2](#), subject to the following general and supplemental regulations:

(b) General Regulations (Art Displays)

Art displays are subject to the general regulations of [Table 11-11](#).

TABLE 11-11 — ART DISPLAY REGULATIONS

Zoning District	Number Permitted	Maximum Area (square feet)	Maximum Height (feet)	Minimum Clearance (feet)	Minimum Setback (feet)	Allowed Lighting
R1	NA	NA	NA	NA	NA	NA
R2	NA	NA	NA	NA	NA	NA
RM1	1	30	8	NA	5	External;; Internal only if approved by plan commission
RM2		30				
RX		40				
MX1		40				
MX2		40				
MX3		70				
GX1		40				
GX2		70				
C		100	10			
O		100				
I1		250				
I2		250				
AG		30	8			
CON		250	10			

(c) Supplemental Regulations (Art Displays)

Art displays are subject to the following supplemental regulations, in addition to the regulations of [Table 11-11](#).

- ??

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DRAFT**ARTICLE XVI. LANGUAGE, MEASUREMENTS AND DEFINITIONS**

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14-160 Language and Ordinance Construction

(1) Meanings and Intent

- (a) Words and terms expressly defined in this zoning ordinance including those defined in 14-163 have the specific meanings assigned unless the context indicates another meaning.
- (b) Words that are not expressly defined in this zoning ordinance must be interpreted as having their plain meaning unless such an interpretation would have an unintended result.

(2) Computation of Time

- (a) References to “days” are to calendar days unless otherwise expressly stated. References to “business days” are references to regular city government working days, excluding Saturdays, Sundays and holidays observed by city government.
- (b) The time in which an act is to be completed is computed by excluding the first day and including the last day. If the last day is a Saturday, Sunday, holiday observed by city government or other day on that city offices are closed, that day is excluded.
- (c) A day concludes at the close of business and any materials received after that time will be considered to have been received the following day.

(3) Tenses and Usage

- (a) Words used in the singular include the plural. The reverse is also true.
- (b) Words used in the present tense include the future tense. The reverse is also true.
- (c) The words “shall,” “will,” and “must” are mandatory.

- (d) The word “may” is permissive, not mandatory or required, but the phrase “may not” means that the referenced action is expressly prohibited.
- (e) Phrases that include numbers, such as “up to x,” “not more than x” and “a maximum of x” all include “x.”
- (f) The word “person” includes a firm, association, organization, partnership, limited liability company, trust, or corporation, as well as an individual.
- (g) The words “used” and “occupied” include “intended and designed to be used or occupied.”

(4) Conjunctions

Unless the context otherwise expressly indicates, conjunctions have the following meanings:

- (a) “And” indicates that all connected items or provisions apply; and
- (b) “Or” indicates that the connected items or provisions may apply singularly or in combination.

(5) Headings and Illustrations

Headings and illustrations are provided for convenience and reference only and do not define or limit the scope of any provision of this zoning ordinance. In case of any difference of meaning or implication between the text of this zoning ordinance and any heading, drawing, table, figure or illustration, the text governs.

(6) Versions and Citations

All references in this zoning ordinance to other city, state or federal regulations are to be construed as referring to the most up-to-date version and citation for those regulations, unless otherwise expressly indicated. When the referenced regulations have been repealed and not replaced by other regulations, zoning ordinance requirements for compliance with the

ARTICLE XVI LANGUAGE, MEASUREMENTS AND DEFINITIONS

14-161 Measurement-Related Terms

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other specifically referenced city, state or federal regulation are no longer in effect.

(7) Lists and Examples

Unless otherwise expressly indicated, lists of examples that use “including,” “such as,” or similar terms are intended to provide examples only. They are not to be construed as exhaustive lists of all possibilities.

(8) Public Officials and Agencies

References in this zoning ordinance to public officials and agencies will be interpreted as follows:

- (a) References to the “city” are references to the City of De Pere.
- (b) References to the “common council” are references to the City of De Pere Common Council.
- (c) References to the “community development director” are references to the director of the City of De Pere community development department who is responsible for overall zoning ordinance administration and assignment of day-to-day staffing duties and responsibilities.
- (d) References to the “plan commission” are references to the City of De Pere Plan Commission.
- (e) References to the “board of appeals” are references to the City of De Pere Board of Appeals.
- (f) Unless otherwise expressly stated, all other employees, public officials, bodies and agencies to that references are made are those of the City of De Pere or individuals or agencies legally authorized to act on behalf of the city.

number. See [14-82](#) for rounding rules applicable to off-street parking requirements,

(b) Maximum Limits

When a regulation is expressed as a maximum limit, any fractional result must be rounded down to the preceding whole number. For example, if a maximum limit of 3.33 parking spaces per 1,000 square feet of floor area is applied to an 8,000 square foot building, the resulting fraction of 26.64 is rounded down to 26 allowed parking spaces. This provision is not to be interpreted as allowing fractional results to be rounded down when determining compliance with percentage-based limits. For example, if maximum allowed lot coverage is 45%, a lot with 45.33% coverage is not considered to be in compliance.

(2) Lot Area

Lot area is measured as the total ground-level surface area contained within the lot lines of a lot but not including any area occupied by the waters of a duly recorded lake or river and/or public right-of-way.

(3) Lot Width

Lot width is the horizontal distance between the side lot lines of a lot, measured along the minimum front setback line. If no minimum front setback is required, lot width is measured long the front lot line.

(4) Lot Frontage or Street Frontage

Lot frontage is measured between side lot lines of a lot along the front lot line.

(5) Building Coverage

Building coverage is the total area of a lot covered by principal and accessory buildings.

(6) Impervious Coverage

Impervious coverage is the total area of a lot covered by impervious surfaces, including principal and accessory buildings and structures, driveways, patios, parking lots and sidewalks.

(7) Floor Area

The sum of the gross, horizontal areas of the several floors of the building measured from the exterior faces of the exterior walls or from the center line of walls separating 2 buildings. The “floor area” of a building includes basement floor area, elevator shafts and stairwells at each floor, floor space used for mechanical equipment (except

14-161 Measurement-Related Terms

(1) Fractions and Rounding

When calculations required under this zoning ordinance result in fractions, the results must be rounded as follows:

- (a) **Minimum Requirements**
When a requirement other than off-street parking is expressed as a minimum requirement, any fractional result must be rounded up to the next consecutive whole

ARTICLE XVI LANGUAGE, MEASUREMENTS AND DEFINITIONS

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equipment, open or enclosed, located on the roof), penthouses, attic space having headroom of 7 feet 10 inches or more, interior balconies and mezzanines, enclosed porches, and floor area devoted to accessory uses. However, any space devoted to off-street parking or loading is not counted as "floor area."

(8) Setbacks

(a) Measurement

1. Required setbacks are measured from the applicable lot line, right-of-way, or specific location referred to in the applicable regulation. Building setbacks are measured to the nearest exterior building wall. Minimum setbacks that apply to other features (parking areas, fences, storage areas) are measured from the nearest point of the area or feature for that a setback is required. Unless otherwise expressly stated, no part of any structure may be located within the street right-of-way.
2. Street (front and street-side) setbacks are measured from the actual right-of-way line of the street (other than an alley).
3. Interior side setbacks are measured from the nearest side lot line that does not abut a street.
4. Rear setbacks are measured from the rear lot line.
5. On double-frontage lots, the required front setback must be provided from both streets, other than alleys.

(b) Setbacks on Irregular Lots

Setbacks are measured from lot lines towards the center of the lot, except as follows:

1. When lot lines are curvilinear, setbacks must be measured parallel to the curvilinear lot line.
2. When there are multiple rear lot lines, the rear setback must be measured from each of rear lot lines.
3. When there is no rear lot line, the rear setback must be measured as a radial distance from the intersection of side lot lines at the rear of the lot.

(9) Primary Frontage or Front Lot Line Coverage¹

The minimum percentage of building facade along the primary frontage of a lot is measured as follows:

- (a) The minimum primary frontage or front lot line coverage must at least equal the width of the principal structures, as measured within the build-to zone along the frontage edge, divided by the length of the lot line parallel to the primary street minus side setbacks. See [Figure 18-1](#).
- (b) For some X district building types, courtyards located along the facade in the build-to zone count towards minimum coverage. See the building type regulations in [Article III](#).

(10) Build-to Zone

The build-to zone is calculated and measured as follows. See [Figure 18-2](#).

- (a) If no additional pedestrian area is required, the build-to zone is measured from the right-

¹ These are in order of the Building Type tables and named based on those tables - alphabetize them and remove words like "minimum"?

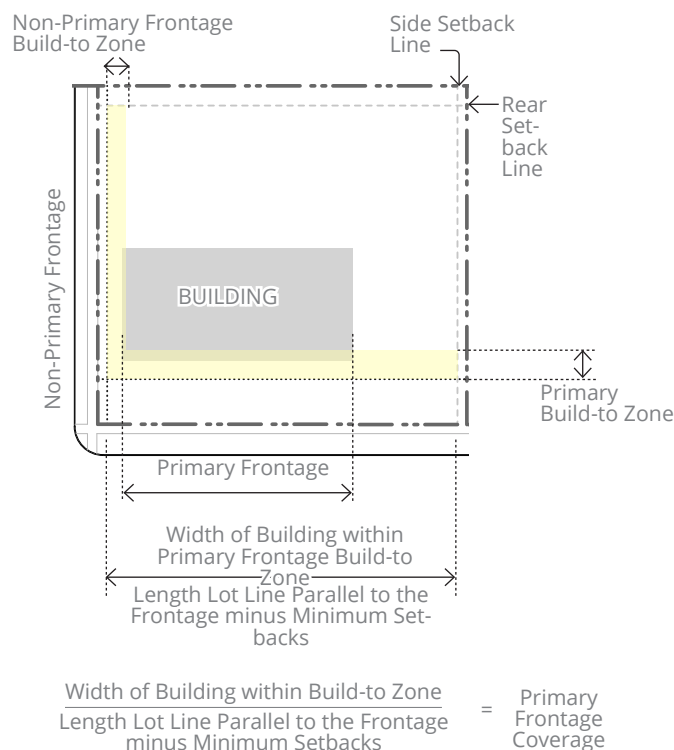


Figure 18-1. Primary Frontage Coverage

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of-way line into the lot perpendicular to the frontage.

- (b) When additional pedestrian area is required by the supplemental regulations that apply to the subject building type, the build-to zone is measured from the edge of the new pedestrian area into the lot.
- (c) All building facades located within the build-to zone shall meet the required minimum building height.
- (d) Upper-story recessed balcony facades are not required to be located within the build-to zone.
- (e) Awnings, steps, porches, balconies, and building mounted signs may extend beyond the build-to zone but may not extend into the street right-of-way unless approved **with an encroachment permit**.

(11) Building Width

Minimum and maximum building width applies to all facades on a building parallel and facing the front lot line and is measured horizontally across those facades.

(12) Building and Site Coverage

Building coverage, impervious area, and additional semi-pervious area are calculated and measured as follows. See [Figure 18-3](#).

(a) Maximum Building Coverage

The maximum building coverage is the maximum percentage of a lot permitted to be covered by principal and accessory buildings.

(b) Maximum Site Impervious Area

The maximum site impervious area is the maximum percentage of a lot permitted to be covered by structures, pavement, and other impervious surfaces.

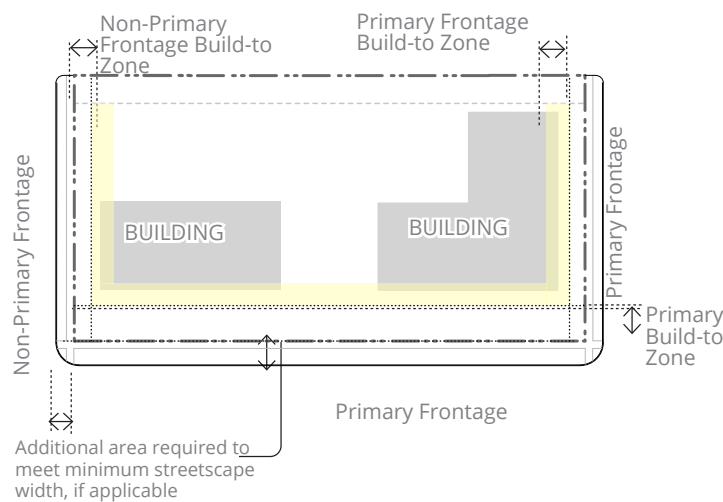


Figure 18-2. Build-to Zones

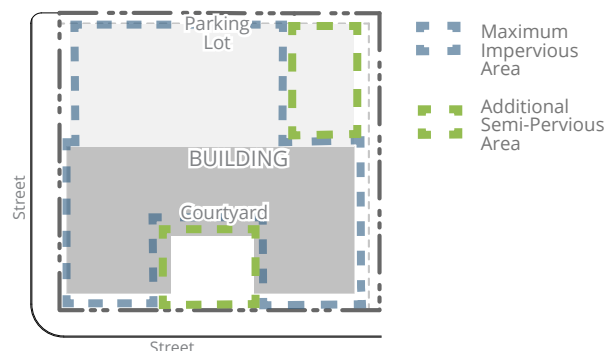


Figure 18-3. Impervious and Semi-Pervious Area

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- (c) **Additional Semi-Pervious Area**
In addition to the allowable impervious area on a site, a maximum amount of additional semi-pervious area is permitted.

(13) Building Height

See Figure 18-4. Building height is measured from the primary street abutting the lot.

- (a) **Minimum Overall Height**
Each building type requires a minimum number of stories. The building must meet the minimum required height along all primary frontage facades and for a depth of at least 30 feet into the building.
- (b) **Maximum Overall Height**
Maximum heights are specified in number of stories and, where required in the building regulations, overall feet. This requirement applies to the entire building. When both number of stories and overall maximum in feet is shown, both regulations must be met.
- (c) **Towers**
When expressly allowed in the building type tables, towers may exceed the overall maximum height of the subject building type (see 14-39.).
- (d) **Roof Type**
When expressly allowed by the regulations of 14-39, certain roof types may allow additional height.
- (e) **Two Half Stories**
If a building has both a half story within the roof and a half story that is a visible basement, the combined height of the two half stories is considered one full story.
- (f) **Basements**
When basements are incorporated, the basement may be located mainly below ground or a visible basement. See Figure 18-5 for illustration of visible basement. A visible basement counts as a half story and with the ground-story would fulfill a minimum height requirement of 1.5 stories.
- (g) **Minimum and Maximum Height per Story**
Each story is measured with a range of permitted floor-to-floor heights. See Figure 18-4.
1. **Measurement**
All story heights are measured in feet between the floor of a story to the floor

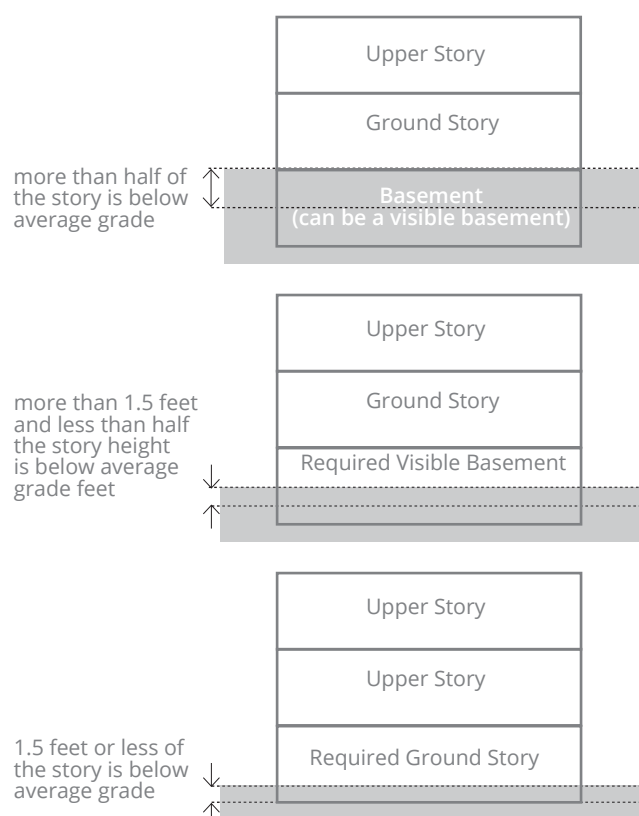


Figure 18-5. Basement and Visible Basement

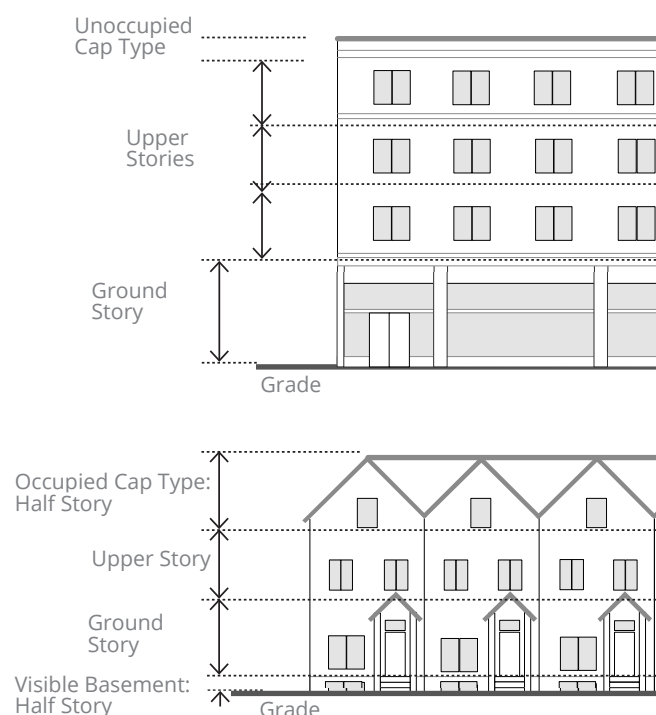


Figure 18-4. Measuring Stories with Floor-to-Floor Height

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of the story above it. Minimum and maximum floor-to-floor heights are required to be met along facades for a minimum of 80% of each story.

2. Primary Frontage Ground Story

When noted as a separate height range, the primary frontage ground-story height must extend from the primary frontage facade into the building a minimum of 20 feet. The remainder of the ground-story may meet either the primary frontage ground-story heights or the height range permitted for all stories.

3. Single-Story Buildings and Top-Story Measurement

For single-story buildings and the uppermost story of a multi-story building, the minimum floor-to-floor height is measured from the floor of the story to the ceiling.

4. Mezzanines

Mezzanines may be included within the floor-to-floor height of any story. Mezzanines occupying more than 30% of the floor area below and extending above the story's allowable floor-to-floor height counts as an additional story and must comply with minimum transparency requirements for the subject building type.

5. Taller Spaces

Spaces exceeding the allowable floor-to-floor heights of the building type are permitted for a maximum of 20% the length of primary frontage facades.

(14) Transparency

(a) Definition of Transparency

For the purposes of this zoning ordinance, transparency is the measurement of the percentage of a facade that contains highly transparent, low-reflectance glass.

1. Storefront

When transparency is required separately for primary street ground-story facades, glass must be a minimum of 60% transmittance factor and a reflectance factor of not greater than 0.25.

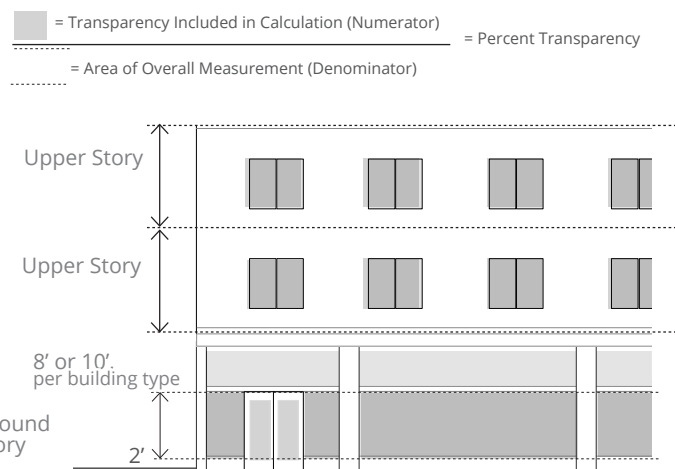


Figure 18-6. Minimum Facade Transparency

Examples of rectangular areas measured per story on a building facade, measuring less than 30% of the story and meeting the blank wall limitation requirement

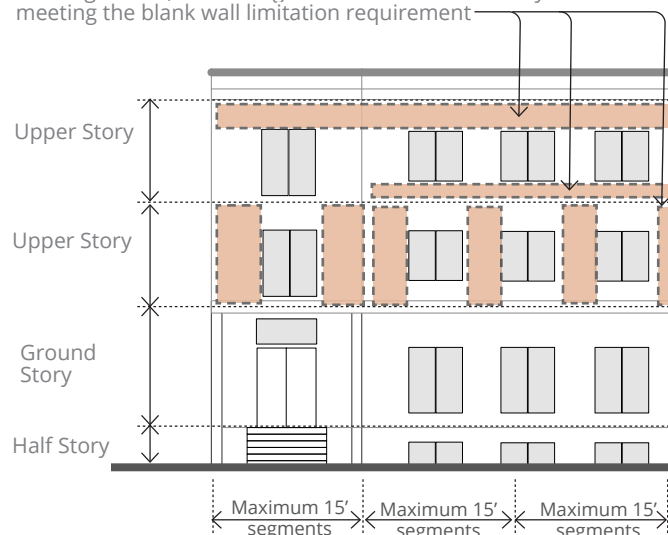


Figure 18-7. Measuring Blank Wall Limitations

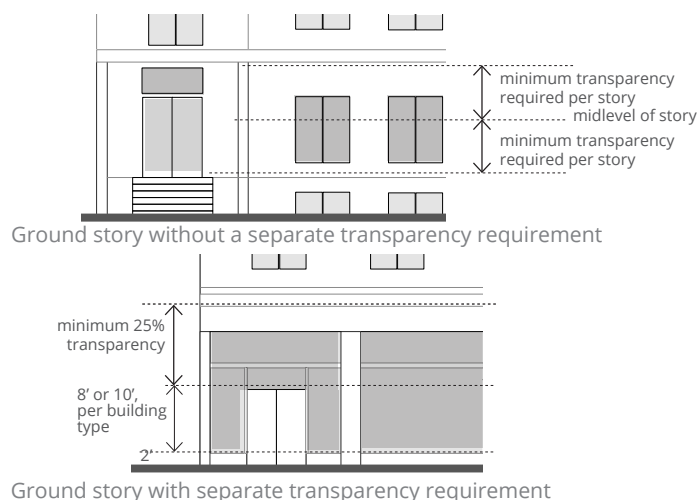


Figure 18-8. Transparency on Tall Stories

2. **All Other Windows**
Transparency for all window and door glass other storefront glass must be a minimum of 50% transmittance factor and a reflectance factor of not greater than 0.25.
 - (b) **Measurement**
Minimum facade transparency is measured from floor-to-floor of each story separately, except for required minimum ground-story transparency as defined below. See Figure 18-6. Transparency requirements must be met with windows or glass in doors that comply with applicable transmittance and reflectance factors. The measurement may include the frame, mullions, and muntins, but may not include trim or casing.
 - (c) **Blank Wall Segments**
All rectangular areas greater than 30% of the story's facade, as measured floor to floor, must include transparent elements. Additionally, all horizontal segments of a story's facade greater than 15 feet in width must include transparent elements. See [Figure 18-7](#).
 - (d) **Exception²**
When the facade of any story is located less than 6 feet from another parallel building facade, no minimum transparency is required for that story.
 - (e) **Minimum Ground-Story Transparency**
When a separate minimum ground-story transparency is required per the building types requirements of [Article III](#), the following applies:
 1. Ground-story transparency is measured between 2 feet and either 8 or 10 feet, as specified per building type, from the average grade at the base of the facade.
 2. The minimum ground-story transparency requirements supersedes the minimum transparency required per story for the building type. The facade design must fulfill that requirement in addition to a minimum of transparency for the remainder of the ground-story.
 - (f) **Mezzanines**
Mezzanines are treated as a separate story and must include the required upper-story transparency amounts.
 - (g) **Tall Stories**
Stories that are 18 feet or taller in height must include additional transparency consistent with the following standards. See [Figure 18-8](#).
 1. **Separate Ground-Story Transparency Required**
When a separate minimum ground-story transparency is required per the building types requirements of [Article III](#), the facade design must fulfill that requirement in addition to the minimum transparency for the remainder of the ground-story.
 2. **No Separate Ground-Story Transparency Required**
Except on a ground-story facade to which a primary frontage ground-story facade transparency requirement applies, a tall-story is treated as 2 separate stories, divided in half horizontally, with the minimum transparency per story applied to each half.
 - (h) **Half Stories**
All half stories located within the roof structure and within visible basements are required to meet the minimum required transparency.
- (15) Building Entrances**
Entrances must be provided consistent with the entrance location and number requirements established for the subject building type and consistent with [Figure 18-9](#).

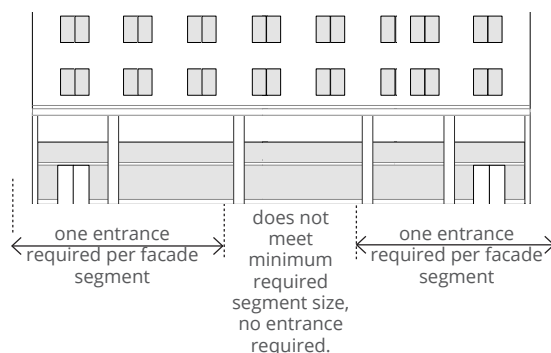


Figure 18-9. Number of Required Entrances

² Only needed if transparency is required for facades other than public way facades.

ARTICLE XVI LANGUAGE, MEASUREMENTS AND DEFINITIONS

14-162 Use Classifications and Terminology

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14-162 Use Classifications and Terminology

See 14-70 for a description of the use categorization system used in this zoning ordinance and for use-related definitions.

14-163 General Definitions

(1) Terms Beginning with "A"

Abut or Abutting. To touch or share a contiguous boundary or border.

Accessory Building or Use. A building or use that is:

- (a) Conducted or located on the same zoning lot as the principal building or use served, except as may be specifically provided elsewhere in this ordinance;
- (b) Clearly incidental to, subordinate in purpose to, and serves the principal use; and
- (c) Either in the same ownership as the principal use or is clearly operated and maintained solely for the comfort, convenience, necessity, or benefit of the occupants, employees, customers, or visitors of or to the principal use.

Access Road (Service Drive). A facility providing ingress and egress for pedestrians and vehicles to properties that front it.

Adjacent. Near or in the immediate vicinity.

Advertising Vehicle. Signs placed on or affixed to vehicles and/or trailers that are parked on a public right-of-way, public property, or private property so as to be visible from a public right-of-way when the apparent purpose is to advertise a product or direct people to a business or activity. However, this is not in any way intended to prohibit signs placed on or affixed to vehicles and trailers, such as lettering on motor vehicles, when the sign is incidental to the primary use of the vehicle or trailer.

Agent. A person duly authorized to act on behalf of the owner of the subject property.

Alley. A public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on a street.

Alteration. Any change, addition, or modification in construction or occupancy.

Art/Public Art. Items expressing creative skill or imagination in a visual form, such as painting, graphic art, murals and sculpture that are intended to beautify or provide aesthetic influences to public areas or areas that are visible from public areas.

Awning. A roof-like covering consisting of fabric, plastic or structural protective cover that projects from the wall of a building that generally serves the purpose of shielding a doorway, entrance, window, or outdoor service area from the elements or to provide decorative distinction.

(2) Terms Beginning with "B"

Bait, Live. Living worms, night crawlers, minnows, insects, leaches and other live lures that are placed on a hook and used to attract and take fish.

Basement. That portion of a building having more than one-half (½) of its height below lot grade.

Base (Zoning) District. Any zoning district that is not an overlay district.

Basin, Detention. A basin or ponding area that temporarily stores runoff water and releases it at a controlled rate until the basin is dry.

Basin, Recharge. A basin or ponding area that collects runoff but has no outlet to a receiving stream. All water is intended to soak into the ground.

Basin, Retention. A basin or ponding area that contains a permanent body of water, receives additional water from runoff, stores it temporarily, and releases it at a controlled rate, but normally maintains some minimum water level.

Berm. A vegetated, elongated earthen mound.

Billboard. See off-premises sign.

Bioretention. The use of soil and plants to remove pollutants from stormwater runoff.

Block. A tract of land bounded on all sides by streets or by a combination of streets and public parks, cemeteries, railroad rights-of-way, shorelines of waterways, or municipal boundary lines.

Block Face. All lots abutting one side of a street between the 2 nearest intersecting streets.

Building. Any structure built, used, designed, or intended for the support, shelter, protection, or enclosure of persons, animals, chattels, or property of any kind, and that is permanently affixed to the land. When a building is divided into separate

ARTICLE XVI LANGUAGE, MEASUREMENTS AND DEFINITIONS

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parts by unpierced fire or party walls extending continuously from the ground through all floors to and above the roof, each part is deemed a separate building. The term "building" includes all other structures of every kind regardless of similarity to buildings.

Building, Detached. A building surrounded by an open space on the same lot.

Building Facade. That portion of a building that is parallel or nearly parallel to the abutting roadway.

Business Center. Multiple businesses located on a single parcel meeting any of the following criteria:

- (a) Utilizing shared or inter-connected parking areas;
- (b) Utilizing shared access drives.

(3) Terms Beginning with "C"

CAFO. Concentrated Animal Feeding Operation as defined under Wis. Admin. Code Wis. Admin. Code Ch. NR 243.

Caliper. The diameter of the tree trunk measured at a point 6 inches above the root ball or soil level.

Canopy. A roof-like structure projecting from a wall and supported in whole or in part by the building and/or vertical supports from the ground and erected primarily to provide shelter from the weather.

Channel. Natural or artificial watercourse of perceptible extent with definite bed and banks to confine or conduct continuously or periodically flowing water.

Channel Flow. Water that is flowing within the limits of the defined channel.

Character. Any letter of the alphabet or any numeral.

Commercial Message. Any sign, wording, logo, or other representation that, directly or indirectly names, advertises or calls attention to a business, product, service or other commercial activity. Commercial message does not include contact or social media information.

Cul-de-sac. A short minor street having one end open to motor traffic and the other end terminated by a vehicle turnaround.

(4) Terms Beginning with "D"

Daytime Use. Business, commercial, or service uses whose hours of operation are principally

between 6:00 a.m. and 6:00 p.m., Mondays through Saturdays.

Develop. The act of constructing buildings or installing site improvements.

Developable land. Land that may be subdivided and utilized in accordance with the comprehensive plan of the city and other city policies.

Diameter at Breast Height (DBH). The diameter of a tree trunk measured at a point 4.5 feet above ground level at the base of the tree.

Display Time. The amount of time a message and/or graphic is displayed on an electronic message sign.

Dissolve. A mode of message transition on an electronic message sign accomplished by varying the light intensity or pattern, in which the first message gradually appears to dissipate and lose legibility with the gradual appearance and legibility of the second message.

Dumpster. A container with a capacity of more than 1.5 cubic yards or a height of more than 4.5 feet that is designed for receiving, transporting, and depositing waste materials produced by uses that are on the subject site. Dumpsters are typically designed to be hoisted and emptied into a garbage truck.

Dwelling. A building or portion thereof, but not a mobile home or lodging use, designed or used exclusively for residential occupancy.

Dwelling Unit. One or more rooms arranged, designed, and used as living quarters for one household only. Individual bathroom(s) and complete kitchen facilities, permanently installed, must always be included for each "dwelling unit."

Dynamic Frame. An electronic message sign frame effect in which the illusion of motion and/or animation is used.

(5) Terms Beginning with "E"

Easement. Any area of land reserved for public utilities, sanitation, or other specific uses having limitations, the title to that must remain in the property owner's name, subject to the right of use designated in the reservation of servitude.

Electric Vehicle . Any vehicle that is licensed and registered for operation on public and private highways, roads, and streets; either partially or exclusively, on electrical energy from the grid or an off-board source, that is stored on-board via a battery. "Electric vehicle" includes: (1) battery

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electric vehicles; and (2) plug-in hybrid electric vehicles.

Electric Vehicle (EV) Charging Station. A public or private parking space that is served by battery charging station equipment.

Electric vehicle charging station, private (restricted-access). An EV charging station that is not available for use by the general public. Examples include electric vehicle charging stations that serve residential homeowners or renters, executive parking areas, designated employee parking areas and fleet parking areas.

Electric Vehicle Charging Station, Public. An EV charging station that is accessible to and available for use by the general public.

Electric Vehicle Parking Space . Any parking space that is clearly identified to be used exclusively for the parking of an electric vehicle.

(6) Terms Beginning with “F”

Fade. A mode of message transition on an electronic message sign accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

Fence. A human-made barrier constructed of wood, iron, stone, or other material erected for the purpose of protection, confinement, enclosure, or privacy.

Foot-candle . A measure of illumination, the amount of light falling onto a surface. One lumen of light, shining evenly across one square foot of surface, illuminates that surface to one foot-candle.

Frame. A complete, static display screen on an electronic message sign.

Frame Effect. A visual effect on an electronic message sign applied to a single frame. See also dynamic frame effect.

Freeway. A divided traffic way in respect to that abutting property owners and others have only limited access to and from as determined by the public authority having jurisdiction over such trafficway. Freeway also means Interstate Highway.

Frontage Road. A public street generally paralleling and contiguous to a main traveled way, primarily designed to promote safety by culminating ingress and egress to the main traveled way and by providing safe and orderly points of access at fairly

uniformly spaced intervals (as approved by the public authority having jurisdiction over such main traveled way).

(7) Terms Beginning with “G”

Garage, Attached. An enclosed building for the storage of motor vehicles that is connected to a structure by a common wall.

Garage, Private (Residential). Enclosed building space accessory to a single-household of two-household use for the storage of motor vehicles.

Garage Sale. The sale of personal household goods on a residential property. The term garage sale includes rummage sales, lawn sales, yard sales, attic sales, moving sales and the like; provided however that rummage sales are allowed on a residential property no more than three times per calendar year with a maximum duration of 3 consecutive days.

Geothermal Heat Exchange System . Equipment that exchanges thermal energy between the ground (or a water source) and a building. This includes vertical closed loop, horizontal closed loop, water body closed loop system and open loop systems. Also known as ground source heat pumps and geothermal heat pumps.

Grade. The average level of the finished surface of the ground adjacent to the exterior walls of the building or structure.

Grade, Finished. The vertical location of the ground or pavement surface after site grading work is completed in accordance with an approved plan.

Green Roof. An extension of an above-grade building roof that includes at least a waterproof membrane, a root repellent system, a drainage system, a filtering layer, soil with a minimum depth of 3 inches and native or naturalized plants. Also commonly referred to as a “vegetated roof.”

Ground Cover. Herbaceous broad leaf plants that do not exceed 2 feet in height.

Ground Floor. That level of a building on a site that has its floor line at or not more than 3 feet above the grade of its principal discharge.

Guest. A person who occupies or has the right to occupy a lodging room as an overnight or temporary residence.

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(8) Terms Beginning with "H"

Hedge. A dense row of shrubs forming a boundary fence or barrier.

Home Occupation. An accessory use of a dwelling unit for business or commercial purposes. Home occupations are subject to the regulations of [14-78\(5\)](#).

Household. One or more persons living in a dwelling unit with common housekeeping arrangements, except that no more than 5 unrelated persons living together on the premises may constitute a "household."

(9) Terms Beginning with "I"

Intersection Vision Triangle (Sight Clearance).

A triangular area enclosing an isosceles triangle scribed by two 25-foot equal legs extended each way from the vertex of 2 intersecting streets, such corner determined by projecting the curb lines out to where they meet, or the triangular area enclosing an isosceles triangle scribed by two 15-foot equal legs extended each way from the vertex of an intersecting street and alley or two alleys, such corner determined by projecting the curb lines out to where they meet.

(10) Terms Beginning with "J"

Reserved

(11) Terms Beginning with "K"

Reserved

(12) Terms Beginning with "L"

Landscape Material. Materials used to make a plot of ground more attractive and/or stable or to control the use of the land by providing barriers. These materials may include, but are not limited to, trees, ground cover, shrubs, vines, flowers, earthen berms, rocks and stones, and wood chips.

Lawfully Established. A use, structure, lot or sign (as the context indicates) that was established in conformance with all applicable zoning code regulations in effect at the time of its establishment.

Light Trespass. Light that is emitted into an unintended area.

Limited Access Highway. A traffic way, including toll roads, for through traffic, in respect to that owners or occupants of abutting property or lands and other persons have no legal right of access to or from the same, except at such points only and in such manner as may be determined by the

public authority having jurisdiction over such traffic way.

Living Area. Those portions of a dwelling unit that are utilized by the inhabitants on a regular basis, including, but not limited to, bathrooms, bedrooms, dens, dining areas, great rooms, hallways, living rooms, and recreation rooms.

Loading Berth. That portion of a building and lot designed to serve the purpose of loading or unloading all types of vehicles.

Lot. A parcel of land that is either a "lot of record" or a "zoning lot." The term "lot" includes the terms "piece," "parcel," and "plots."

Lot, Corner. A lot situated at the intersection of two streets, the interior angle of such intersection not exceeding 135 degrees.

Lot, Depth. The mean horizontal distance between the front lot line and the rear lot line of a lot measured within the lot boundaries.

Lot, Double-Frontage. Same as "through lot."

Lot, Improved. A lot of record with either street improvements of pavement, curb, sewer and water, or building improvements with a structure.

Lot, Interior. A lot other than a corner or reversed corner lot.

Lot Line, Front. The boundary of a lot that is along an existing or dedicated public street or, where no public street exists, along a public way. In cases of lots with more than one frontage, the zoning administrator is authorized to determine which boundary is the front lot line.

Lot Line, Rear. The boundary of a lot that is most distant from and is, or is most nearly, parallel to the front lot line.

Lot Line, Side. Any boundary of a lot that is not a front lot line or a rear lot line.

Lot of Record. A lot that is part of a subdivision, the plat of that has been recorded in the Office of the Register of Deeds for Brown County, or a parcel of land, the deed to that was recorded in the Office of said Register of Deeds prior to the adoption of this ordinance.

Lot, Reversed Corner. A corner lot, the street side lot line of which is substantially a continuation of the front lot line of the first lot to its rear.

Lot, Through. A lot having a pair of opposite lot lines along 2 more or less parallel public streets and that is not a corner lot. On a "through lot," both street lines are deemed front lot lines.

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Lot, Zoning. A single tract of land located within a single block, that (at the time of filing for a building permit) is designated by its owner or developer as a tract to be used, developed, or built upon, as a unit, under single ownership or control. Therefore, a “zoning lot” or “zoning lots” may or may not coincide with a lot of record.

Low-Impact Development (LID). An approach to land development (or redevelopment) that works with nature to manage stormwater as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, minimizing impervious area to create functional and appealing site drainage features that treat stormwater as a resource rather than a waste product. Common LID practices include bioretention facilities, rain gardens, green roofs, rain barrels or cisterns, and permeable paving.

(13) Terms Beginning with “M”

Manufactured Building. A building produced in a factory, designed and constructed to be transported to a site for installation and use when connected to utilities, either independent or as a module in combination with other elements, to form a building on a site.

Manufactured Housing Unit. Any structure, or component thereof, that is intended for use as a dwelling and:

- (a) Is of closed construction and fabricated or assembled on site or off site in manufacturing facilities for installation, connection, or assembly and installation at the building site; or
- (b) Is a building of open construction that is made or assembled in manufacturing facilities away from the building site for installation on the building site and for that certification is sought by the manufacturer.

Marquee. A roof-like structure of a permanent and structural nature that projects from the wall of a building.

Mechanical Equipment. All air conditioning units, cooling towers, heaters, ventilators, compressors, flues, stacks, chimneys, and similar items exposed to view on the outside of a building.

Mezzanine. An intermediate story between the floor and ceiling of a main story and extending over only part of the main floor.

Mobile Home. Any vehicle or structure intended for, or capable of, human dwelling, or designed primarily for sleeping purposes, mounted upon wheels or supports and/or capable of being moved by its own power or transported by another vehicle.

Mobile Home Park. Any park, court, camp, site, plot, parcel, or tract of land designed, maintained, intended, or used for the purpose of supplying a location or accommodations for more than 2 mobile homes and include all buildings used or intended for use as a part of the equipment thereof, whether or not a charge is made for the use of the mobile home park and its facilities. “Mobile home park” does not include automobile or mobile home sales lots on that unoccupied mobile homes are parked for purposes of inspection and sale.

Mobile Storage Unit, Temporary. A mobile, fully enclosed container that is specifically designed and used for the temporary storage of household goods, wares, and materials for the purpose of moving, relocation, or temporary storage during construction. This definition does not include a shipping or cargo container, modified or otherwise.

Motor Vehicle. Any licensed passenger vehicle, truck, truck-trailer, trailer, or semi-trailer propelled or drawn by mechanical power.

(14) Terms Beginning with “N”

NIT. A unit of illuminative brightness equal to one candela per square meter, measured perpendicular to the rays of the source.

Noncommercial Message. A message intended to direct attention to a political, social, community or public service issue or an idea, aim viewpoint, aspiration or purpose and not intended to produce any commercial benefit or tend to encourage a commercial transaction.

Nonconforming Development Feature. See [14-145](#).

Nonconforming Lot. See [14-141](#).

Nonconforming Sign. See [14-113](#).

Nonconforming Structure. See [14-142](#).

Nonconforming Use. See [14-143](#).

Nonconformity. A nonconforming lot, nonconforming use, nonconforming structure, nonconforming development feature or nonconforming sign.

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Nonresidential District or Nonresidential Zoning District. Any zoning district other than an R (residential) district.

(15) Terms Beginning with "O"

Occupied Space.

Official Map. The map of the city showing streets, highways, parkways, parks and playgrounds, and the exterior lines of planned new streets, highways, parkways, parks and playgrounds, as provided by State Statutes.

Open Space. An area or portion of a lot, or an area of water or combination thereof, that is sought to be reserved in its natural state or for agriculture, outdoor recreation use or for scenic purposes, or for the enjoyment of the inhabitants of a dwelling unit.

Outlot. A parcel of land other than a lot or block, a remnant parcel of land not to be used by itself for building purposes.

Operable Vehicle. Any passenger vehicle, truck, truck trailer, trailer, semi-trailer, or any vehicle propelled or drawn by mechanical power, or heavy equipment machinery that is licensed for the current year and/or can be operated in a manner consistent with the user's manual.

Overlay District. A zoning district that over-lays one or more base zoning districts and imposes requirements in addition to those of the base district or modifies the regulations otherwise applicable in the base zoning district.

(16) Terms Beginning with "P"

Parking, Off-Street. When vehicles are parked or temporarily stored, between trips, in garages, lots or ramps specifically set aside for idle vehicles.

Particulate Matter. Dust, smoke, or any form of airborne pollution in the form of the minute separate particles.

Pedestrian Way. A right-of-way designed for the purpose of providing pedestrian access.

Person. A living human body.

Philanthropic. A charitable institution.

Photovoltaic Cell. A semiconductor device that converts solar energy into electricity.

Plant Material. Ornamental, organic shrubs, and other landscaping.

Principal Building. A building or combination of buildings of chief importance or function on a lot.

In general, the principal use is carried out in the principal building.

Principal Use. A use or activity or combination of which are of chief importance on the lot; one of the main purposes for which the land, buildings or structures are intended, designed or ordinarily used.

Property Lines. The lines bounding a zoning lot as defined herein.

Public Way. Any sidewalk, street, alley, highway, or other public thoroughfare.

(17) Terms Beginning with "Q"

Reserved

(18) Terms Beginning with "R"

Radio Antennas (Including Dish Antennas). Any combination of:

- (a) Antenna, the purpose of that is to transmit or receive communication or other signals through electromagnetic waves;
- (b) An amplifier, the purpose of that is to magnify and transfer signals; and
- (c) A cable, the purpose of that is to carry the signals to and from the interior of the building. An antenna is considered a structure and thus requires a permit from the Building Inspector before it can be installed.

Recreational Vehicles. A vehicle primarily used for leisure activities, including, but not limited to, camper trailers, boats, with or without trailers, all terrain vehicles, and snowmobiles. For the purpose of this ordinance, recreational vehicles do not include four-wheel drive passenger vehicles or motorcycles.

Reservoir Parking. Off-street parking spaces allocated to automobiles awaiting entrance to a particular establishment.

Right-of-Way. A strip of land occupied, or intended to be occupied, for a public or quasi-public use. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency, must be dedicated to public use by the maker of the plat on that such right-of-way is established. The usage of the term "right-of-way" for land platting purposes means that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from other lots or parcels adjoining such right-of-way and not

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included within the dimension or areas of such lots or parcels.

(19) Terms Beginning with "S"

Screening. A hedge, wall, fence, or other durable landscape barrier or plantings that provide reasonable concealment or direct attention away from the structure or area required to be screened. Screening may consist of a shrub border, trees, hedge, wall, fence, earthen berm or combination thereof, or other durable landscape barrier or combination thereof, to be located along the perimeter of the defined area to be screened.

Scroll. A mode of message transition on an electronic message sign in which the message appears to move vertically across the display surface.

Setback. An open, unobstructed area that is required to be provided by this zoning ordinance.

Setback Area. The horizontal area required to be provided between the front, side, and/or rear line of the building or use and the lot lines or street right-of-way lines.

Setback, Street Side. The horizontal distance required between the side line of the building or use that runs perpendicular to a fronting street and the side right-of-way line perpendicular to the fronting street.

Setback, Front. The horizontal distance required between the front line of the building or use and the street right-of-way line.

Setback Lines. Lines established adjacent to lot lines or street right-of-way lines for the purpose of defining limits within which any or certain buildings, structures, or uses may not be constructed, maintained or carried on.

Setback, Rear. The horizontal distance required between the back line of the building or use and the rear lot lines.

Setback, Side. The horizontal distance required between the side line of the building or use and the side lot lines, unless the side line of the building or use is parallel to a street, in which case it is considered street side setback.

Sewage Disposal System, Individual. A septic tank seepage tile sewerage disposal system or any other sewerage treatment device that services only one lot and is approved by the Brown County Zoning Administrator as being in accordance with the rules of the State Department of Health and

Social Services, the State Department of Natural Resources, and applicable local ordinances.

Shadow Line.

Shopping Center. A group of retail commercial establishments involved in the sale of a general line of clothing apparel and accessories, home furnishings, major and minor household appliances, hardware, toys, electronic goods, eating establishments, and other consumer products and services that are planned and developed as a unit with a minimum of 50,000 square feet of gross floor area and off-street parking provided on the lot or parcel on that the shopping center is located.

Sidewalk. That portion of a street right-of-way or cross walkway, paved or otherwise surfaced, intended for pedestrian use only.

Sign. Any emblem, painting, banner, pennant, placard, design, identification, description, illustration or device, illuminated or nonilluminated, to advertise, identify, convey information or direct attention to a product, service, place, activity, person, institution, business, or solicitation, including any permanently installed or situated merchandise. For the purpose of removal, signs also include all sign structures. Signs as defined herein do not include temporary holiday decorations or landscape features that display no commercial message.

Sign, Abandoned. A sign that no longer correctly advertises a bona fide business, lessor, owner, product or activity conducted, or product available on the premises where the sign is displayed or elsewhere for a period of 6 months.

Sign, Awning. Any sign attached to or constructed in, on, or under an awning.

Sign, Backlit/Halo. A sign that has a source of copy illumination designed to project lighting against the surface behind the copy.

Sign, Banner. A sign of lightweight fabric or similar non-ridged material that is mounted with no enclosing framework.

Sign, Business Center. A sign identifying the entrance to a business center and/or the names of the businesses located within the business center.

Sign, Campaign. A temporary sign displayed on a lot during an active local, state or federal campaign for public office or ballot issue or referendum, generally intended to promote the ultimate exercise of voting by the general public.

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Sign, Canopy. Any sign attached to or constructed in, on, or under a canopy.

Sign, Changeable Message. A sign such as a manual, electronic or electric controlled time and temperature sign, message center or reader board, whether electronic, electric or manual, where copy changes. Any sign may be, or include as part of it, a changeable message sign.

Sign Contractor. Any person, partnership or corporation engaged, in whole or in part, in the erection or maintenance of signs, excluding the business that the sign advertises.

Sign, Construction. A temporary sign located on a lot upon which building or construction is actively occurring.

Sign, Drive-through. A sign located on the site of an allowed drive-through use.

Sign, Driveway. A sign located near a driveway entrance from a street or near an internal site driveway or drive aisle.

Sign, Double-Faced. A sign with copy on two parallel faces that are back to back, facing in opposite directions.

Sign, Electric. Any sign containing internal electrical wiring that is attached, or intended to be attached, to an electrical energy source.

Sign, Electronic Message (EMS). A sign capable of displaying words, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means. (See also following terms principally associated with electronic message signs: display time, dissolve, dynamic frame effect, fade, frame, frame effect, scroll, transition, travel).

Sign, Externally Illuminated. A sign illuminated by or exposed to artificial lighting by lights on the sign or directed toward the sign.

Sign, Flashing. Any sign that contains an intermittent or flashing light source, or that includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source, not including changeable message signs.

Sign, Freestanding. A sign that is part of a self-supporting structure, other than a building or portion of a building. Sometimes referred to as a "ground sign."

Sign, Freeway-Oriented. Any sign located with the sign positioned for primary reading from the freeway.

Sign, Holiday Display. A displays erected on a seasonal basis in observance of religions, national or state holidays that are not intended to be permanent in nature and that contain no commercial message.

Sign, Internally Illuminated. A sign lighted by or exposed to artificial lighting by lights in the sign.

Sign, Marquee. Any sign attached to or constructed in, on, or under a marquee.

Sign, Message Board. A sign with a fixed or changing display/message composed of a series of lights that may be changed through electronic means.

Sign, Monument. A sign supported primarily by an internal structural framework or integrated into landscaping or solid structural features other than support poles. Monument sign also means ground sign.

Sign, Off-Premise. A sign that advertises goods, products, facilities, events or services not on the premises where the sign is located, or directs persons to a different location from where the sign is located.

Sign, Painted Wall. Signs painted directly onto a building wall.

Sign, Pole. A freestanding sign that is affixed, attached, or erected on a pole that is not itself an integral part of or attached to a building or structure.

Sign, Portable. Any sign not permanently attached to the ground or a building.

Sign, Projecting. A sign, normally double-faced, that is attached to, and projects from, a structure or building facade. Awning, canopy and marquee signs are not be considered projecting signs.

Sign, Real Estate. A temporary sign located on a lot or portion of a lot that is actively being marketed for sale, rental or lease.

Sign, Roof. A sign erected upon, against or above a roof.

Sign, Sandwich Board. A portable sign that is generally temporary in nature and that is free-standing.

Sign, Special Event. A sign approved in connection with a special event permit approved by the common council.

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Sign Structure. Any device or material that supports, has supported, or is capable of supporting, a sign in a stationary position, including decorative covers.

Sign, Swinging. A sign installed on an arm or mast or spar that is not, in addition, permanently fastened to an adjacent wall or upright pole.

Sign, Temporary. A banner, pennant, poster or advertising display that is not permanently attached to a building or the ground and that is intended to be displayed for a limited period of time only.

Sign, Wall. A sign attached to the wall of a building with the face in a parallel plane to the plane of the building wall.

Sign, Window. A sign that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

Solar Energy System . A system intended to convert solar energy into thermal, mechanical or electrical energy.

Solar Energy System, Building-Integrated. A solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural part of the building. Building-integrated systems include, but are not limited to, photovoltaic or hot water systems that are contained within roofing materials, windows, skylights, shading devices and similar architectural components.

Solar Energy System, Structure-Mounted . A solar energy system that is mounted on the façade or roof of either a principal or accessory structure.

Solar Energy System, Flush-Mounted . A solar energy system that is mounted flush with a finished building surface, at no more than 6 inches in height above that surface.

Solar Energy System, Ground-Mounted . A solar energy system mounted on the ground and not attached to any other structure other than structural supports.

Solar Panel . A group of photovoltaic cells assembled on a panel. Panels are assembled on-site into solar arrays.

Special Event. An temporary event or group of related temporary events typically involving a mass gathering of people on public right-of-way or public property; or on private property in a manner that

results in significant impacts on public property or right-of-way.

Stand, Fruit or Produce. Building or premises used primarily for sale of fruit or produce from a service window, counter, or exterior area of a building; and major display of goods in an exterior or semi-enclosed area associated with a building.

Street. A public or private right-of-way that affords a primary means of vehicular access to abutting property, whether designated as a street, avenue, highway, road, boulevard, lane, thruway, or however otherwise designated, but does not include driveways to buildings.

Street, Arterial. A major high capacity street designed to carry large volumes of traffic between major activity areas of the city.

Street, Collector. A street that provides moderate speed movement within major activity areas and collects and distributes traffic between arterials and local streets. Included would be principal entrance and traffic movement streets within a residential development.

Street, Local (Minor). A street designed for low speed travel and generally low traffic volumes that provides land access from neighborhoods and minor activities to the collector and arterial systems.

Structural Alteration. Any change, other than incidental repairs, that would prolong the life of the supporting members of a building, such as the addition, removal, or alteration of bearing walls, columns, beams, girders, or foundations.

Structure. Anything constructed, the use of that requires location on the ground or attachment to something having location on the ground.

Structure, Decorative. Any structure, other than a building constructed or installed on a zoning lot, the principal purpose of that is to provide a decoration or architectural accent, including, but not limited to, arbors and trellises, flagpoles, approved free-standing signs and light posts.

(20) Terms Beginning with "T"

Tent. Any temporary structure or enclosure, the roof of that and/or one-half or more of the sides are constructed of silk, cotton, canvas, fabric, or a similar pliable material.

Transition. A visual effect used on an electronic message sign to change from one message to another.

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Travel. A mode of message transition on an electronic message sign in which the message appears to move horizontally across the display surface.

(21) Terms Beginning with "U"

Use of Property. The purpose or activity for that the land or building thereon is designed, arranged or intended, or for that it is occupied or maintained. The phrase "used for" includes the phrases "arranged for," "designed for," "intended for," "maintained for," and "occupied by."

Use, Permitted. A use that may be lawfully established in a particular district or districts, provided it conforms with all requirements, regulations, and standards of such district.

Use, Principal. The primary use of land or buildings, as distinguished from a subordinate or accessory use.

Utility-scale Energy Production. An energy production facility that produces electric energy for widespread distribution through the electric power grid.

(22) Terms Beginning with "V"

Vehicle Fuels, Alternative. Electricity, CNG (compressed natural gas), LNG (liquefied natural gas), LPG (liquefied petroleum gas), and hydrogen.

Vehicle Fuels, Conventional. Gasoline and diesel fuel.

(23) Terms Beginning with "W"

Walkable or Walkability. The extent to which the built environment is safe and inviting for pedestrians and for the presence of people living, shopping, visiting, enjoying or spending time in an area.

Walkway. A clearly defined path for non-motorized movement between buildings, structures, destinations, or other walkways on or adjacent to a sit

(24) Terms Beginning with "X"

Reserved

(25) Terms Beginning with "Y"

Yard. An area on the same zoning lot with a building or structure, unoccupied and unobstructed from its lowest level to the sky, except as otherwise permitted in Article II, Section 14-13(5). A "yard" extends along a lot line and to a depth or width specified in the yard requirements

for the zoning district in which such zoning lot is located.

Yard, Street Side. A side yard that adjoins a public street.

Yard, Front. A yard extending along the full length of the front lot line between the side lot lines.

Yard, Interior Side. A side yard that is located immediately adjacent to another zoning lot or to an alley separating such side yard from another zoning lot.

Yard, Rear. A yard extending along the full length of the rear lot line between the side lot lines.

Yard, Side. A yard extending along a side lot line from the front yard to the rear yard.

Yard, Transitional. That yard that must be provided when higher intensity land uses are located on lots abutting R-zoned lots.

(26) Terms Beginning with "Z"

Reserved