



Plan Commission

335 South Broadway

Regular Meeting

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

Agenda

Tuesday, October 29, 2013	7:00 PM	De Pere City Hall Council Chambers
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Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Plan Commission** of the City of De Pere will be held on **October 29, 2013 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 TW 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 September 23rd, 2013 Plan Commission Meeting.
3. Presentation and review of corridor alternatives for WIS HWY 32 (Main St) by WisDOT.
4. Review the Site Plan Application for a 16,493 sq ft building expansion at Belmark, 600 Heritage Road. Applicant: Boldt.
5. Review the Site Plan Application for a site plan modification for a 19,200 sq ft manufacturing facility on the northwest corner of American Blvd and Fortune Ave. Applicant: PEDS.
6. Review the Precise Implementation Plan (PIP) for multi-family development at WD-D0021 (Scheuring Rd). Applicant: Nicolet Townhomes. *
7. Review the CSM Application for a 3 lot CSM for parcel WD-D0021 (Scheuring Rd). Applicant: Nicolet Townhomes.
8. Review the Site Plan Application for a 40,250 sq ft expansion at the Straubel Company, 1891 Commerce Dr. Applicant: Building Creations.
9. Review the CSM Application for a 2 lot CSM and dedication for road right of way for parcel ED-344-102. Applicant: City of De Pere. *
10. Review the Site Plan Application for building renovation at 950 Main Ave for future use by Dunkin' Donuts and open tenant space. Applicant: Mach IV.
11. Review request to extend moratorium for an additional 6 months for off premise signs which require a permit as defined in Section 98-3, pending recommendation and implementation of the new signage ordinance.
12. Review the new version of Chapter 98 Sign Ordinance.
13. Review the new version of City of De Pere Design Guidelines.

Adjournment

* Items with an asterisk require City Council approval.

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

Any person wishing to attend this meeting who, because of disability, requires special accommodation should contact the City Administrator at 339-4044.

AGENDA SENT TO:

THE BOLDT CO.
PEDS LLC
NICOLET TOWNHOMES
BUILDING CREATIONS
MACH IV
WISCONSIN 32 STAKEHOLDERS
ATUL R & HETAL PATEL
BAYLAKE BANK
CHARLES J & ELAINE A WELTER
COLE SP DE PERE WI LLC
DAW BUILDINGS LLC
ELSA J & INGRID A CORRIGAN
FOUNDATIONS BANK
JAMES D & GAIL M CHAMPAGNE
JANENE R BARTANEN
JJSN HOLDING CO INC
MATTHEW J VERBUST & KRISTEN M ERICKSON
MENARD INC CORPORATE ACCOUNTING
PATRICK R & NORMA J RILEY
PLOUS REALTY
ROBERT M & BONNIE S ZAK
ROXANNE WILL
RR DONNELLEY RMS
SCOTT D & DEBRA T JOHNSON
SPIRIT SPE PORTFOLIO 2006-1 LLC
TERRY L BALDWIN
THERESA M CHARAPATA
WALMART REAL ESTATE PROPERTY TAX DEPT #0555
WOODRIDGE HOLDINGS TREATS INC

City of De Pere, Wisconsin**Request For Plan Commission Action**

MEETING DATE: **October 29, 2013**

DEPARTMENT: **Planning**

FROM: **Ken Pabich**

SUBJECT: **Approval of the minutes of the September 23rd, 2013 Plan
Commission Meeting.**

ATTACHMENTS:

- PC_Minutes_09-23-13_draft (PDF)



Plan Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Monday, September 23, 2013

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	Present	Absent	Late	Arrived
Michael J. Walsh	☒	☐	☐	
Larry Lueck	☒	☐	☐	
James Boyd	☒	☐	☐	
Derek Beiderwieden	☒	☐	☐	
Steve Taylor	☒	☐	☐	
Elizabeth Runge	☐	☐ Excused	☐	
Jim Kalney	☐	☐ Excused	☐	

Also present: City Planning Director Ken Pabich and members of the public.

2. Approval of the minutes of the August 26th, 2013 Plan Commission Meeting.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Derek Beiderwieden, Commissioner
SECONDER:	Steve Taylor, Commissioner
AYES:	Walsh, Lueck, Boyd, Beiderwieden, Taylor
EXCUSED:	Elizabeth Runge, Jim Kalney

3. Review the minor amendment to the Precise Implementation Plan for Trail Side Place Condominium II located on Trailside Court. Applicant: Steve Seidl.

Ken Pabich reviewed the request to amend the Precise Implementation Plan from one 6-unit building to 6 individual buildings. Each building would be 28' in width with 11' between buildings. Ken reviewed staff comments from Public Works & Forestry, and also displayed a sketch of the interior floor plan. Discussion followed.

Mike Walsh motioned, seconded by Steve Taylor, to open the meeting for public comments. Upon vote, motion carried unanimously.

Developer Steve Seidl reviewed the prohibiting factors that prompted their amendment request. He stated that the new fire suppression regulations have taken the 6 unit building out of play, because it raises the asking price per unit by \$10,000 -15,000. He stated that they plan to break up sight lines with extensive landscaping.

Resident Mike Gilson voiced concern about the appearance of the proposed project as amended. Resident Mary Thompson voiced concern about the effects of the proposed amendment on surrounding property values. Both attendees asked the Commission to consider proposing design changes to make each unit distinctive.

Attachment: PC_Minutes_09-23-13_draft (1513 : Approval of the minutes of the September 23rd, 2013 Plan)

Ken reported that he received calls from two neighboring residents, John Voss and M Williams, expressing support for the project.

Mike Walsh motioned, seconded by Derek Beiderwieden, to go back to regular order. Upon vote, motion carried unanimously.

Mike Walsh motioned to approve the amendment request with the following conditions: reduce the setback of the front entries; alter roof lines to differentiate the units; add brick facing to the top of garage gables; staff approval of the landscaping plan - buffers along the north property line and along Cty Rd PP, as well as in front of units; and submit a copy of final plans to neighboring property owners. Motion was seconded by Larry Leuck. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Walsh, Lueck, Boyd, Beiderwieden, Taylor
EXCUSED:	Elizabeth Runge, Jim Kalney

Adjournment

Mike Walsh motioned, seconded by Larry Lueck, to adjourn the meeting at 7:55 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

City of De Pere, Wisconsin

**Request For Plan Commission Action**

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Presentation and review of corridor alternatives for WIS HWY 32
(Main St) by WisDOT.

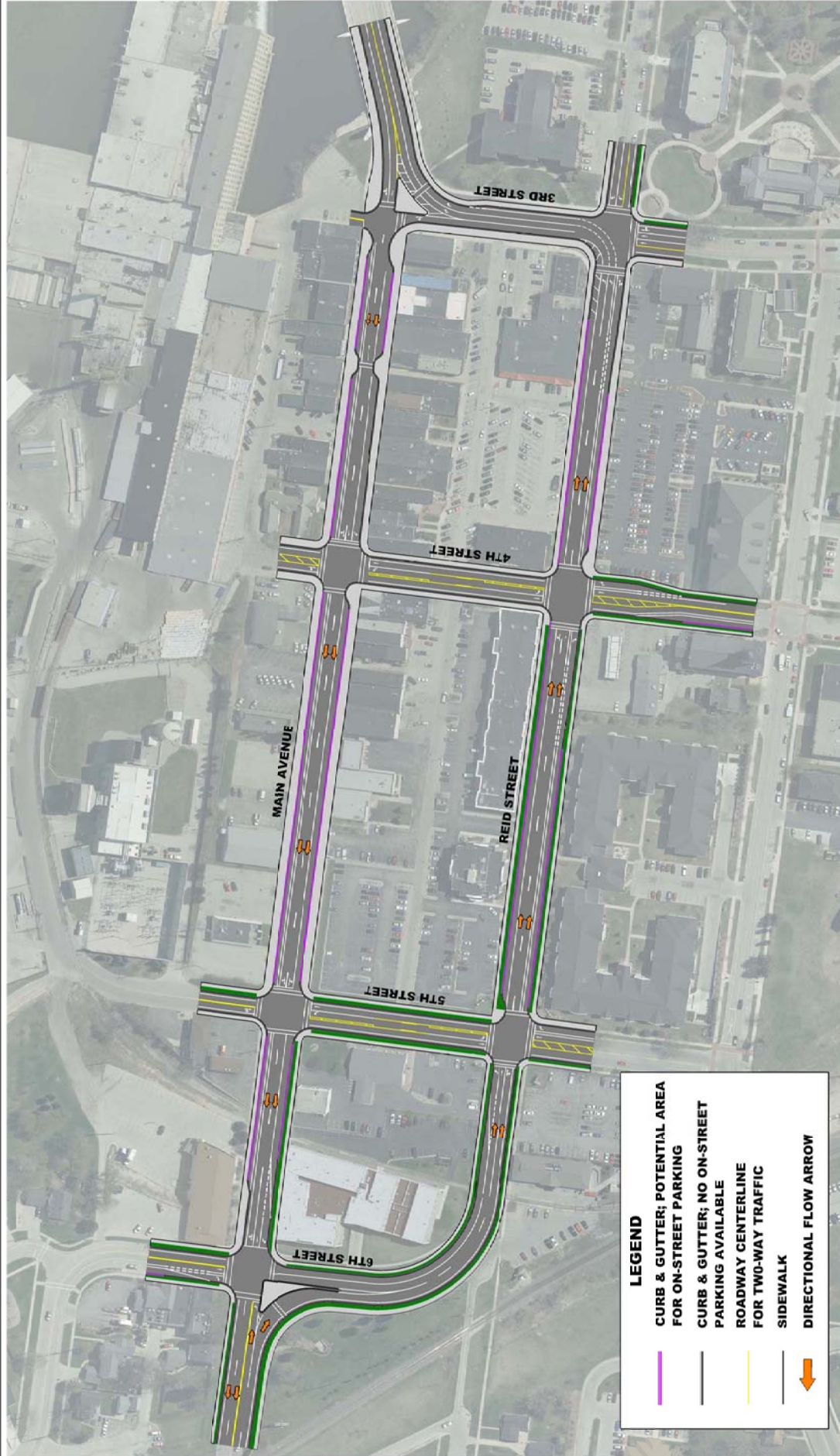
At the August Plan Commission meeting, the Commission reviewed the alternatives developed by WisDOT. Out of the options presented, the Plan Commission recommended the following be pursued:

1. Do nothing alternative
2. WisDOT Alternative 1: Improving existing configuration
3. WisDOT Alternative 3: Improving existing configuration with 3rd & 4th one way pairs.

Alternatives 2, 4, and 5 were recommended to be dropped. At the meeting, it was presented by a business owner that the two way pairs should be looked at further. The Plan Commission asked WisDOT to review the options again with the City and present the analysis in more detail. WisDOT will be presenting information related to the analysis done on the counter flow and will be again asking that the counter flow options are removed from further analysis.

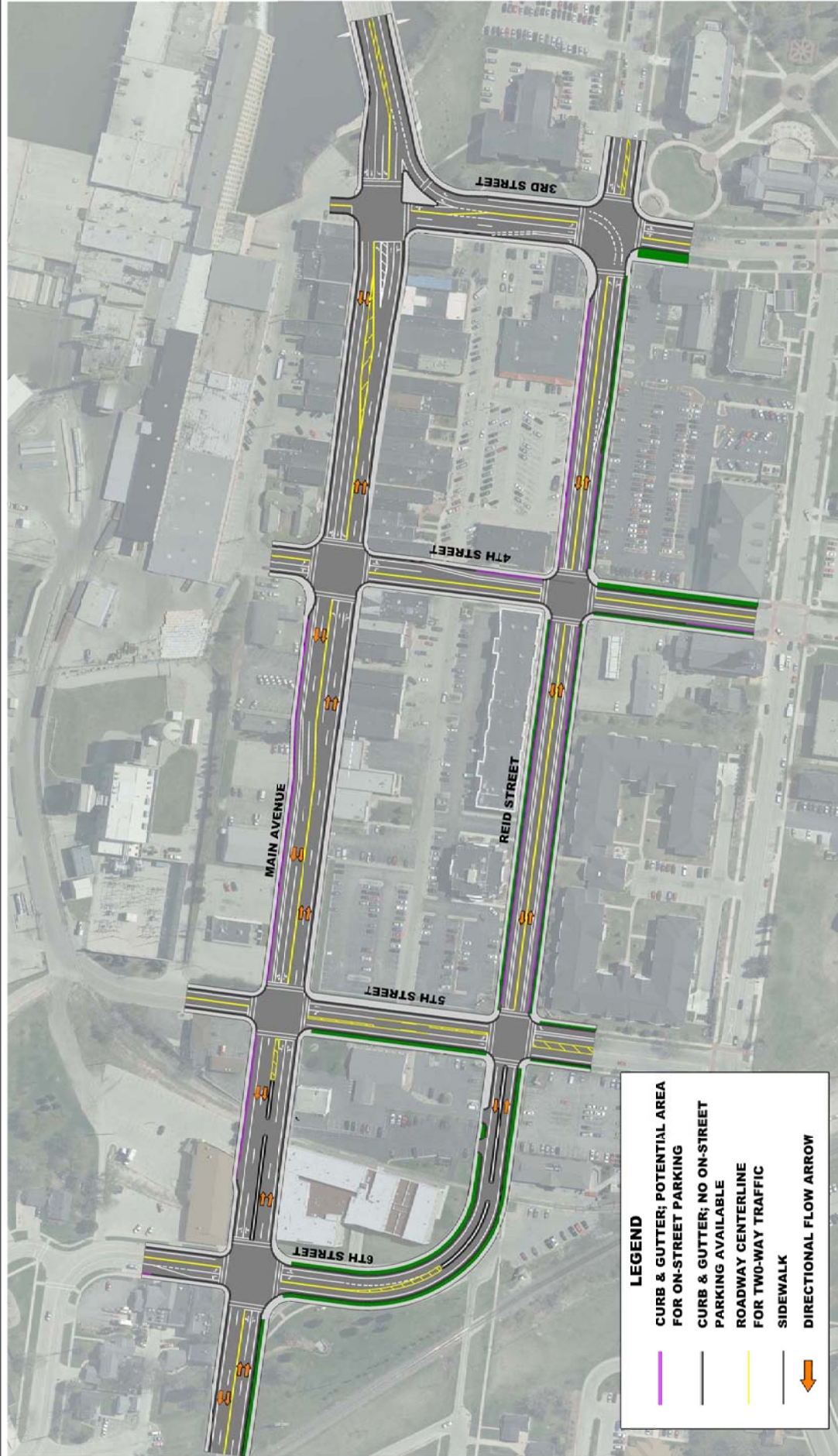
ATTACHMENTS:

- WisDOT - Plan Commission Meeting Exhibits (PDF)



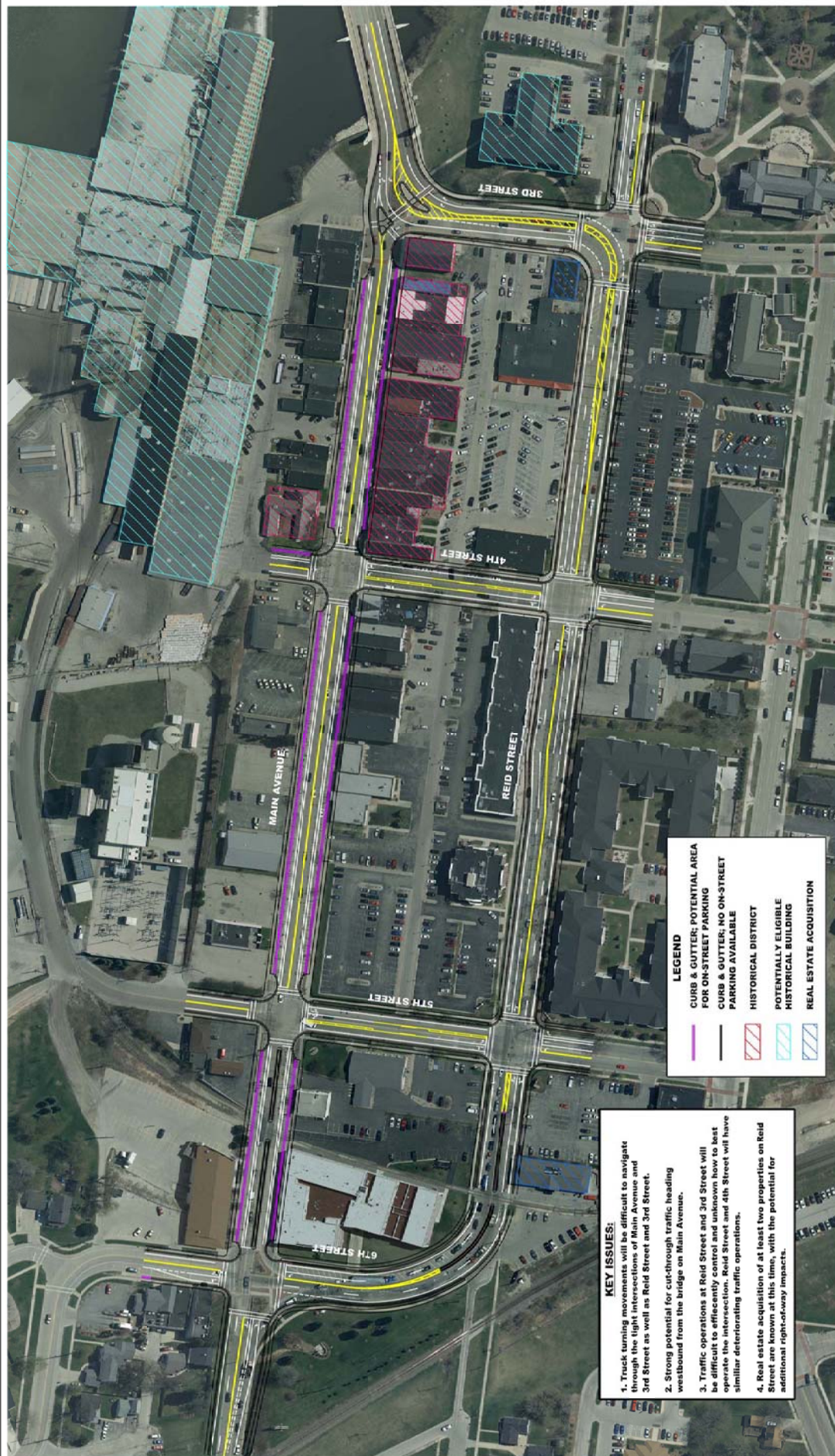
Alternative 1 - Improve Existing Configuration





Alternative 2 - Two Way Conversion



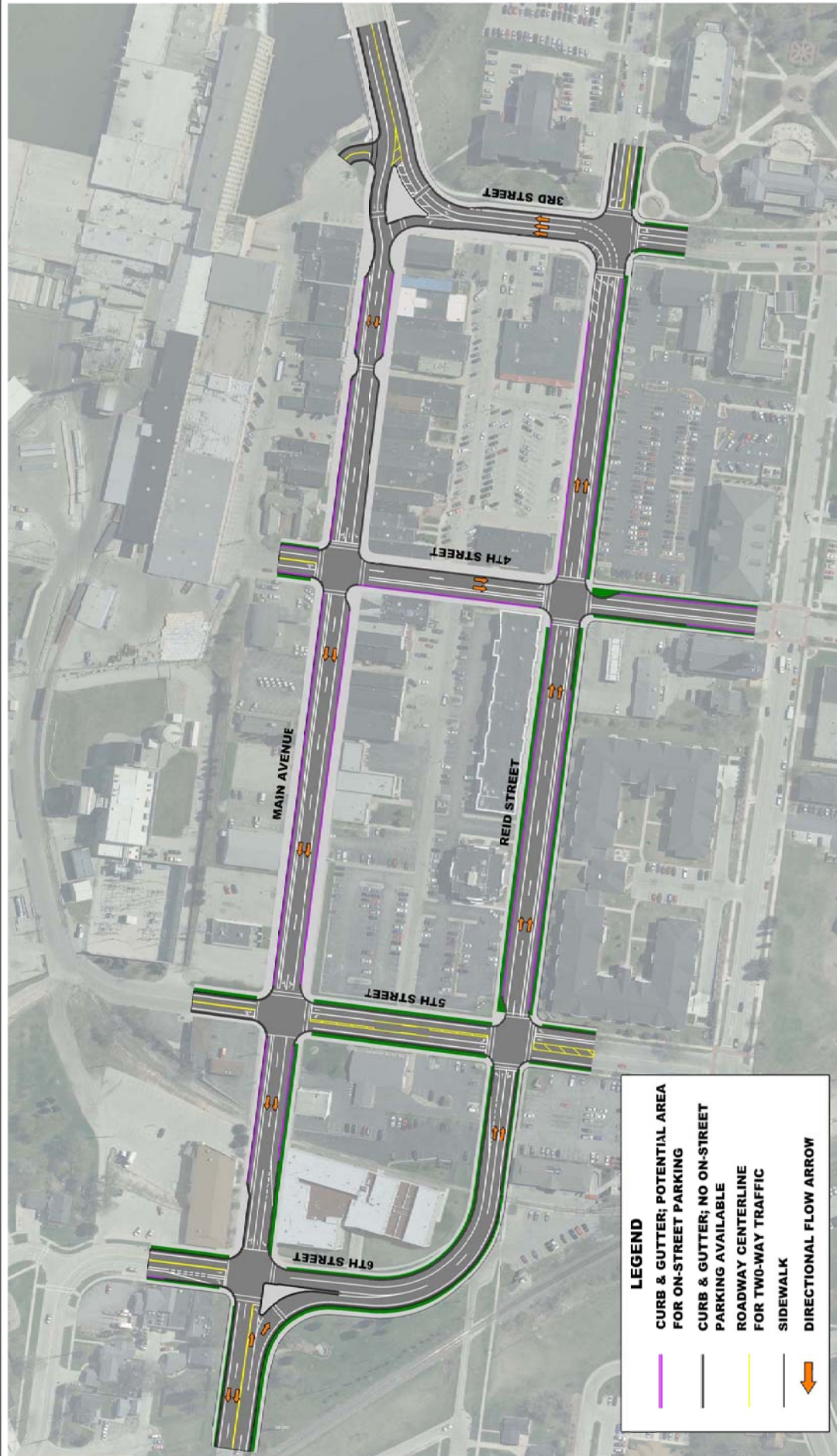


- KEY ISSUES:**
1. Truck turning movements will be difficult to navigate through the tight intersections of Main Avenue and 3rd Street as well as Reid Street and 3rd Street.
 2. Strong potential for cut-through traffic heading westbound from the bridge on Main Avenue.
 3. Traffic operations at Reid Street and 3rd Street will be difficult to manage. It is possible that heavy eastbound traffic could cause Reid Street and 4th Street to have similar deteriorating traffic operations.
 4. Real estate acquisition of at least two properties on Reid Street are known at this time, with the potential for additional right-of-way impacts.

- LEGEND**
- CURB & GUTTER, POTENTIAL AREA FOR ON-STREET PARKING
 - CURB & GUTTER, NO ON-STREET PARKING AVAILABLE
 - HISTORICAL DISTRICT
 - POTENTIALLY ELIGIBLE HISTORICAL BUILDING
 - REAL ESTATE ACQUISITION

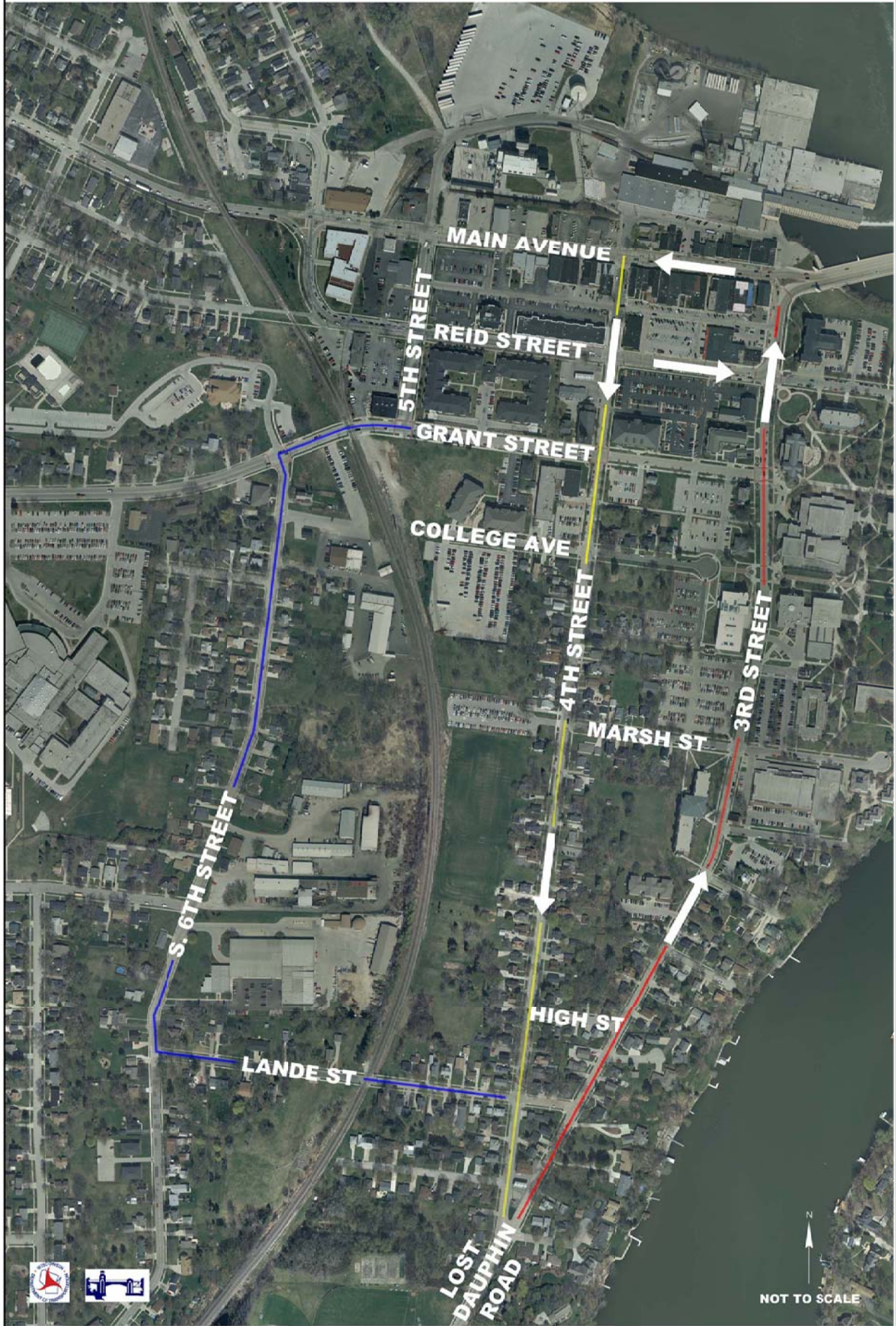


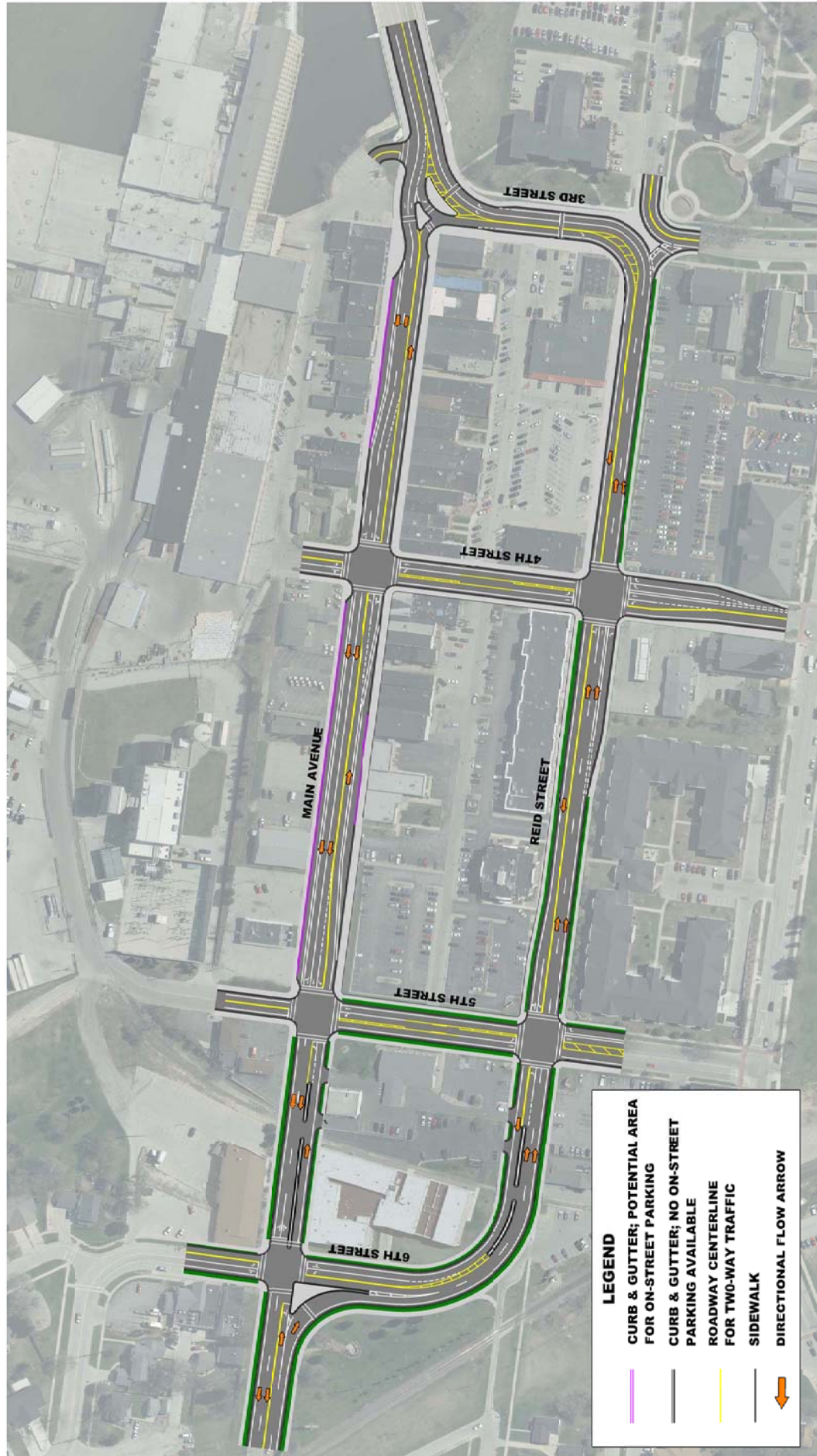
Alternative 2B - Two Way Conversion On Reid Street



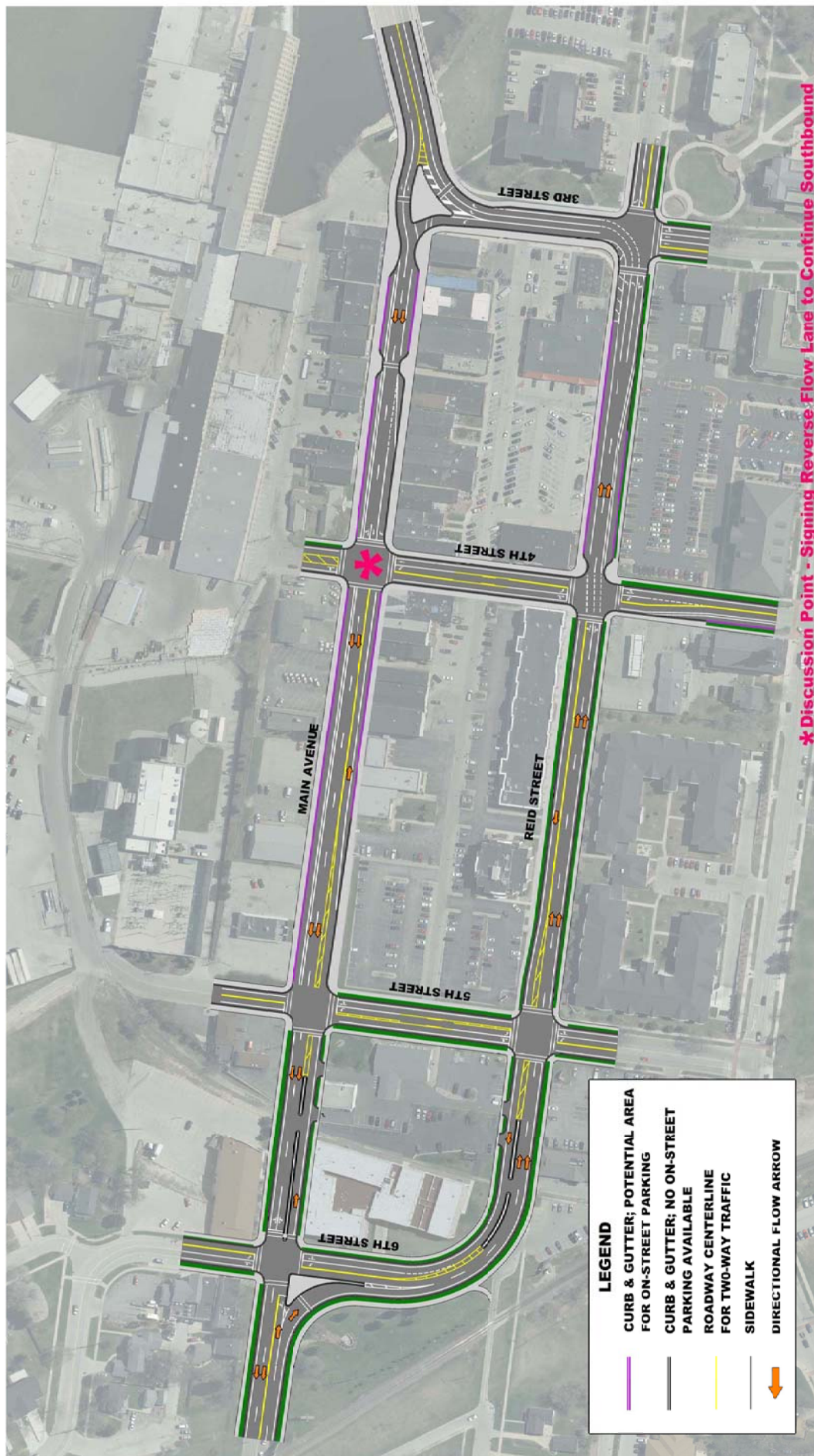
Alternative 3 - 3rd and 4th Street One-Way Pairs

Alternative 3 - 3rd and 4th Street One-Way Pairs North/South Routes





Alternative 4 - Reverse Flow Circulating Lane



LEGEND

- CURB & GUTTER; POTENTIAL AREA FOR ON-STREET PARKING
- CURB & GUTTER; NO ON-STREET PARKING AVAILABLE
- ROADWAY CENTERLINE FOR TWO-WAY TRAFFIC
- SIDEWALK
- ➔ DIRECTIONAL FLOW ARROW



Alternative 5 - Modified Reverse Flow Circulating Lane

Project ID : 4085-32-00								Main Avenue, City of DePere		3 rd Street – 8 th Street, WIS 32		Brown County	
Alternative	Volume Patterns	Traffic Operations	Safety	Pedestrian and Bicycles	Parking	Access	Practical Feasibility						
NO BUILD ALTERNATIVE	Along with the split of traffic eastbound on Reid Street and westbound on Main Avenue, there is a fairly prevalent split of traffic on 3 rd Street (northbound) and 4 th Street (southbound) due to the one-way section of 3 rd Street.	Significant concerns include the Main Avenue intersections with 3 rd Street and 4 th Street, where the east approaches are over capacity, and the south approach volumes continue to see increased delays.	Currently, the signalized intersections along Reid Street, as well as the Main Avenue intersections with 3 rd Street and 6 th Street are experiencing the most crashes.	Most pedestrian crossings in the downtown occur at intersections, many of which are signalized.	There are currently 202 on-street parking stalls within the study area.	There are few access locations not at intersections in the downtown area.	Due to poor operations, it is unlikely the status quo will be an acceptable alternative. This option is provided as a baseline for comparing the potential alternatives.						
	The high number of left turns from Main Avenue southbound on 4 th Street, coupled with a high volume of northbound traffic on 4 th Street creates backups along Main Avenue.	At the intersection of Reid Street & 3 rd Street all movements reach capacity and/or experience undesirable delay.	With no significant changes, it is expected that crashes would continue similarly to existing rates and patterns.	Currently, at 3 rd Street pedestrians cross Main Avenue west of the intersection. Northbound traffic on 3 rd St is looking to the east for gaps in traffic due to the one-way nature of Main Avenue. This could lead vehicles to turn into a gap in traffic while a pedestrian is in the crosswalk. Additionally, the shadows from the buildings can hide pedestrians.		The ability to provide two lanes of traffic also minimizes impacts to through vehicles, mostly during off-peak times.	While turning vehicles slow through traffic, there is limited conflicting traffic due to the one-way nature of the downtown.						
	The unsignalized intersections of 5 th Street & 6 th Street with Main Avenue have high enough traffic volumes to degrade operations but not enough volume to need signals.	The two stop controlled intersections of Main Avenue with 5 th Street and 6 th Street create additional concerns for backups.		At 6 th Street, vulnerability is created by combining the uncertainty of vehicle right-of-way (ROW) and the lack of a marked crossing for the east leg of the intersection.		The one-way nature of the downtown network does have limitations in terms of visibility and business exposure.							
ALT 1 – IMPROVE EXISTING CONDITIONS	Volume patterns are similar to the No-Build Alternative. No significant change in traffic patterns is expected with this alternative.	Additional turn lanes are required at the intersections of Main Avenue & 4 th Street and Reid Street & 3 rd Street to improve operations. Additional lanes at the intersections of Main Avenue & 5 th Street and Main Avenue & 6 th Street also improve but movements still operate below standards. The installation of traffic signals at these intersections would improve operations to acceptable levels, but it is doubtful traffic volume would be high enough for installation.	Roadway improvements necessary to provide sufficient operations would be designed with the intent of providing sufficient storage, sight distance, and other appropriate design criteria to improve safety throughout the downtown.	Signalization of the intersection of Main Avenue & 6 th Street would improve the existing pedestrian crosswalks by establishing clearer ROW for vehicles and pedestrians. It would also create a more familiar intersection for all users. At Main Avenue and 3 rd Street, it is recommended that the Main Avenue pedestrian crossing be moved east, before the northbound left turn lane of 3 rd Street to improve visibility of the pedestrians and place them in clear sight for vehicles on all approaches.	This alternative includes 151 on-street parking stalls, a loss of 51. The biggest loss is on the south side of Main Avenue from 3 rd Street to 4 th Street, due to the operational need for a westbound left turn lane	Access is generally unchanged from the no-build alternative.	Despite losses to parking, generally the proposed layout is feasible.						
ALT 2 – TWO-WAY CONVERSION	With full traffic movements allowed at all intersections, there is a distinct shift in traffic to Main Avenue for east-west traffic and 3 rd Street for north-south traffic. Traffic generally migrates away from Reid Street and 4 th Street.	Due to changes in travel patterns, there are significant capacity needs on Main Avenue and on 3 rd Street. The number of lanes necessary to accommodate traffic on Main Avenue leaves virtually no room for sidewalk, as the roadway width nearly stretches from building face to building face. Reid Street sees a decrease in traffic and lane requirements, as a 2-lane roadway is acceptable nearly throughout. All intersections within the downtown core are shown as signalized to meet operational requirements.	The loss of existing sidewalk raises significant pedestrian safety concerns on Main Avenue. Additionally, the conversion to two-way traffic creates a significant increase in vehicle conflict points in the study area. Conversely, lower traffic on Reid Street and a smaller roadway width should improve safety.	Signalization of all intersections would improve pedestrian crossings by creating a more familiar intersection for all users. The bidirectional traffic increases potential pedestrian conflicts and the possible loss of sidewalk is particularly concerning. It also creates a conflict between maintaining historical resources and conforming with state multimodal requirements. Traffic on 3 rd Street also impacts St. Norbert's pedestrians, as the campus continues to expand west of 3 rd Street.	This alternative includes 107 on-street parking stalls, a loss of 95. The biggest loss is the central business district of Main Avenue from 3 rd Street to 4 th Street. Also, the south side of Main Avenue from 4 th Street to 5 th Street due to the expanded roadway width.	With the conversion to two-way traffic, visibility of businesses is improved at the expense of parking in the downtown core. Businesses on Reid Street would see a significant drop the number of vehicles driving by their business. The improved visibility opposed to the loss in parking would need to be weighed by the business community.	Due to the wide roadway width and difficulty in balancing parking, pedestrian, historical and business needs this is not seen as a practical alternative. Further discussion of this option is not recommended.						

Alternative	Volume Patterns	Traffic Operations	Safety	Pedestrian and Bicycles	Parking	Access	Practical Feasibility
ALT 3 – 3rd & 4th STREET ONE-WAY PAIR	Southbound traffic is directed away 3rd Street and shifts to 4th Street. All northbound traffic shifts from 4th Street to 3rd Street. Existing traffic conditions on 3rd Street and 4th Street resemble a one-way pattern today however restrictions would force traffic to the one-way system. There are no significant shifts in traffic outside the four-intersection one-way square in the study area.	With conversion of 3rd Street & 4th Street to one-way streets, operations improve for westbound traffic along Main Avenue. The signal at 4th Street would likely not be installed until volume is high enough. Signals are a possibility 3rd Street and Main Avenue as 3rd Street traffic traveling northbound and westbound raise concerns about intersection capacity. Reid Street and 3rd Street see significant improvements. Additional lanes are needed for the south and east approaches to the intersection, despite the east approach being right turn only. Due to the changes in volume patterns, there is considerably more pressure placed on 4th Street. Even with the additional capacity shown at Main Avenue and 4th Street, operations are marginally acceptable at best. A large amount of northbound right turn traffic creates the need for 2 right turn lanes on 4th Street at Reid Street.	The conversion of 3rd Street and 4th Street to one-way streets further decreases the number of conflict points in the downtown. A disadvantage is that certain origin-destination patterns become slightly more circuitous and add distance and traffic to intersections that would not exist without the restrictions.	The one-way street system simplifies conflicts for pedestrian crossings. This has potential benefits for St. Norbert's campus in that 3rd Street would be one-way northbound. The crossing at Main Avenue and 3rd Street is again relocated to improve visibility.	This alternative includes 178 on-street parking stalls, a loss of 24. Main Avenue from 3rd Street to 4th Street again sees the biggest impact, but additional parking could be provided in this section by phasing in the left turn at 4th Street based on operational needs.	Converting 3rd Street & 4th Street to one-way traffic will impact traffic within AND beyond the study area. Residences south of the study area could also be impacted by the restrictions, depending on how far the one-way pair extends. Much of this area is owned or used by individuals affiliated with the college, which could reduce the disruption to vehicle traffic that might be seen otherwise. Access to the large off-street parking areas would need to be repainted based on the travel direction of the roadway it faces.	The preliminary review does not raise any design or other barriers to the feasibility of this alternative. Based on the wider impacts this alternative could create, discussion with City and St. Norbert's officials will be important in determining the feasibility of this alternative going forward.
ALT 4 – REVERSE FLOW CIRCULATING LANE <i>(City of DePere Master Plan)</i>	It is anticipated that usage of the counter flow lane will be relatively low. Only those with specific destinations are expected to use the new route. Changes at 3rd Street & Reid Street have a big impact on St. Norbert's traffic, which forces traffic to 4th Street for entering and exiting. The inability to use 3rd Street for northbound left turns to Main Avenue further worsens existing problems at Main Avenue and 4th Street.	Due to the changes in volume patterns, there is considerably more pressure placed on 4th Street. Even with the additional capacity shown at Main Avenue and 4th Street, operations are marginally acceptable at best. A large amount of northbound right turn traffic creates the need for 2 right turn lanes on 4th Street at Reid Street.	The counter flow lane creates a number of potential safety concerns. Not only does it increase the conflict points of all intersections, the usage of the lane is expected to be significantly less than the regional flow of traffic. This may cause roadway users to fail to recognize the change in traffic patterns and increased conflicts that will exist due to the addition of the counter flow traffic.	Counter flow traffic raises concerns that pedestrians will not recognize traffic exists in both directions. With a majority of traffic traveling in one direction, pedestrians focus will be shifted to one direction, and may create crossing issues as conflicts with opposing traffic will exist. The improvements to pedestrian crossings along 3rd Street help separate pedestrian and vehicle movements, but create some concern as to the appropriate place to access the northwest corner of Reid Street and 3rd Street.	This alternative includes 30 on-street parking stalls, a loss of 172. The only parking that remains is primarily on the north side of Main Avenue and along 4th Street.	While visibility of businesses is significantly improved with this option, it eliminates most on-street parking. Combined with the fact that any turning vehicles (particularly left turns) in the counter flow lane will block the through traffic flow until the turn is completed. It is unclear if a significant advantage is provided by this alternative.	While the alternative appears to be feasible from a design perspective, the overall benefits versus safety, parking, and access concerns may make this option less desirable.
ALT 5 – MODIFIED REVERSE FLOW CIRCULATING LANE <i>(Modified City of DePere Master Plan)</i>	Combines Alt 1 and Alt 4. Reverse flow lane between 6th Street and 4th Street, while segments east of 4th Street would remain as existing one-way streets. Ending the reverse flow lane at 4th Street & Main Avenue creates unique intersection with head-on conflicts. Additional movements at this intersection also increase existing delay issues. Eastbound traffic on Main Avenue would need additional signage to direct WIS 32 through traffic that wants to access bridge to continue south on 4th Street and eastbound on Reid Street.	With the addition of the circulating lane, the 4th Street and Main Avenue intersection will have more movements that conflict with the primary traffic flow. This causes increased delay to the heavy westbound left turn movement. Overall operations are worse as there is more traffic than there is roadway capacity on the east and south approaches. Additional operational concerns exist at Reid Street & 3rd Street for traffic exiting St. Norbert's.	The intersection of Main Avenue & 4th Street poses a unique, but not unprecedented safety concern. With the addition of the eastbound reverse flow lane up to and ending at 4th Street, the westbound left turn and eastbound right turn would be head-on at this intersection. This creates confusion in terms of which movement has the right-of-way, and could create additional safety concerns if not designed properly to warn attempted wrong way drivers.	Multi-modal concerns for this alternative are similar to the concerns identified in ALT 4. The counter flow lane creates additional sporadic conflicts that could go unrecognized by pedestrians and bikes. By maintaining the existing configuration on 3rd Street, both the positive and negative aspects of the existing configuration are maintained. One-way traffic allows pedestrians to focus their attention in one direction, but the high volume, short segments, and unique intersection layouts still create challenges for pedestrians in the downtown area.	This alternative includes 79 on-street parking stalls, a loss of 123. The largest loss of parking is on Reid Street due to the construction of the reverse flow lane. Additional spots are lost on Main Avenue for similar reasons.	By reducing the reverse flow lane one block from 3rd Street back to 4th Street there is little anticipated benefit to the reverse flow lane on Reid Street. All westbound traffic from the bridge must use Main Avenue for the first block, which limits those who might be interested in the reverse flow lane as most access points and parking lots west of 4th Street are easily accessible from Main Avenue. In addition the heaviest business section of Main Avenue east of 4th Street does not see the additional benefits of the reverse flow lane in this alternative.	Similar to Alt 4, there are no specific items that make this alternative impractical or unfeasible. However, the unique configurations that create safety and operational concerns, combined with the loss of parking may also make this option less desirable than others that have been presented.

City of De Pere, Wisconsin



Request For Plan Commission Action

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the Site Plan Application for a 16,493 sq ft building expansion at Belmark, 600 Heritage Road. Applicant: Boldt.

Overview

Belmark is in the City's East Industrial Park and is located at 600 Heritage Road. The project is for a 16,493 sq ft expansion on the west side of Plant 3, which is located on the north side of Heritage Road.

Public Works Review

Sanitary Sewer:

1. A sanitary sewer lateral connects the existing building to the City sanitary sewer main at a manhole in the street. A second 6" connection to the City sanitary sewer is proposed for the Phase 6 addition 150 feet east of the existing lateral/manhole. The new lateral is requested because the depth of the existing is not sufficient.
The plans show a directional bore under the existing street to connect the new lateral. The main is 21" concrete pipe at approximately 18 feet deep. One connection is suggested and typical. The existing sanitary sewer would need to be abandoned in the manhole in the street. This existing lateral could be connected to the proposed pipe with cleanouts or manholes located outside of the right of way.
2. Provide a "Y" branch with saddle type connector compatible to the pipe material for the new connection. Construct the riser at 45 degrees from the sanitary sewer main to the property line. A vertical riser will be considered if lateral support is provided. Include detail on the plan for the approved connection to the City sanitary sewer. Please note on the plan that, "All connections to the City sanitary sewer are to be completed under the observation of City personnel".
3. Abandon existing unused connections under the observation of City personnel.
4. A street excavation permit from the Brown County Highway Department is required for any work within the street right of way. Heritage Road is integral concrete pavement. Pavement repairs will include full panel replacement.

Water Main: N/A

Storm Water:

1. The total suspended solids (TSS) reduction from the site is to be designed for 80% removal. All storm water routed to the regional detention pond will meet this goal.

Parks/Forestry Review

1. N/A: existing site has extensive landscaping.

Fire Review

1. Provide detailed plans for construction review, provide details of use for all areas of structure.

2. Separation of hazards/use may be required in accordance with NFPA Fire Code.
3. Provide exit/emergency lighting throughout the means of egress. Provide detailed egress information with travel distances and arrangements.
4. No smoking and floor loading signage may be required.
5. Provide fire extinguishers at 75' travel distance throughout facility towards exits.
6. Provide sprinkler system drawings with calcs and cut sheets for approval prior to installation. Show location for fire department connection on plans.
7. Install key box for fire department access.

Planning/Building Review

1. There is a possible wetland conflict identified. Boldt is working with REL and the DNR to work out the issue. City will need documentation that issue has been addressed.
2. The project covers two parcels. The parcels need to be combined or an easement must be recorded for access. A copy of this easement should be provided to the City.
3. A copy of the 10' no build easement should be provided to the City.

Recommendation

Staff recommends approval of the project with the items identified above being addressed.

ATTACHMENTS:

- BELMARK Site Plan (PDF)



CITY OF DE PERE

APPLICATION FOR
SITE PLAN REVIEW

Fee: \$ 245.00

Receipt #: _____

Date: 10-16-13

Please print or type using black ink for duplicating purposes.

A. Property Owner: Name: Karl SchmidtMailing Address: 600 Heritage Rd, P.O. Box 5310 DePere, WI 54115Phone: 920-336-2848Email: karls@belmark.com

I hereby appoint the following as my agent for purposes of this application:

Agent:Name: Doug HaasMailing Address: 2525 N. Roemer Rd P.O. Box 419 Appleton, WI 54912Phone: 920-225-6137Email: doug.haas@boldt.com**B. Property Information**Address/Location of Property: 633 Heritage Rd. Parcel #: ED-F0094 & ED-F0094-3Parcel Dimension: 6.26 ac + 5.223 ac Parcel Area: 272,707 + 227,501 sfLegal Description: LOT 1 OF 41 CSM 274 BNG PRT OF NW1/4 NW1/4 SEC 34 T23N R20E LOT 2 OF41 CSM 274 BNG PRT OF NW1/4 NW1/4 SEC 34 T23N R20E

A Site Plan Review is requested as authorized by the De Pere Zoning Code, Section(s): Article XIII, Section 14.60.

Owner Signature

10-10-13

Date

Agent Signature

10-10-13

Date

A plan consisting of all applicable information listed on the attached shall be submitted with this application. An AutoCAD drawing matching the state approved plans must be submitted in Brown County Coordinates before permits can be issued.

BELMARK PLANT 3, PHASE 6

BELMARK INC
DE PERE, WI 54115

BOLDT
Technical Services

2525 North Robinson Road
PO Box 419
Appleton, WI 54912-0419
920.739.4027

www.theboldtcompany.com

PROJECT DIRECTORY

OWNER

BELMARK INC
600 HERITAGE ROAD
DE PERE, WI 54115
PHONE: (920) 225-4535
FAX: (920) 336-2848

CONTACT: JOHN AMBROSUS

PROJECT ARCHITECT

THE BOLDT COMPANY
TECHNICAL SERVICES DIVISION
2525 N. ROEMER ROAD
APPLETON, WI 54912-419
PHONE: (920) 225-5137
FAX: (920) 739-4537 OR (920) 225-6307
EMAIL: DOUG.HAAS@BOLDT.COM

CONTACT: DOUG HAAS

GENERAL CONTRACTOR

THE BOLDT COMPANY
OSCAR J. BOLDT CONSTRUCTION DIVISION
2525 N. ROEMER ROAD
APPLETON, WI 54912-419
PHONE: (920) 225-5384
FAX: (920) 739-4408
EMAIL: TONY.MEELWSEN@BOLDT.COM

CONTACT: TONY MEELWSEN

JOB SITE OFFICE

CELL PHONE: 920-428-4507
FAX:

CONTACT: DAN DIEDRICH
EMAIL: DAN.DIEDRICH@BOLDT.COM

VICINITY MAP



PROJECT LOCATION

633 Heritage Rd, De Pere, WI 54115

SHEET INDEX

REV	SHEET #	SHEET NAME	Current Revision Date	Current Revision Description
GENERAL				
A	G-101	COVER SHEET	10/11/2013	CITY REVIEW
A	G-201	GENERAL INFORMATION SHEET	10/11/2013	CITY REVIEW
G	G-202	TECHNICAL INFORMATION		
G	G-203	WATER PARTITION TYPES		
G	G-301	LIFE SAFETY PLAN		
CIVIL				
A	C-101	OVERALL SCHEMATIC SITE PLAN	10/11/2013	CITY REVIEW
A	C-102	ENLARGED SCHEMATIC SITE PLAN	10/11/2013	CITY REVIEW
A	C-201	EROSION CONTROL DETAILS	10/11/2013	CITY REVIEW
ARCHITECTURAL				
A	A-100	OVERALL PLANT LAYOUT - PLANT 3	10/11/2013	CITY REVIEW
A	A-101	ENLARGED AREA PLAN - PHASE 6	10/11/2013	CITY REVIEW
A	D-101	FIRST FLOOR DEMOLITION PLAN		
A	A-104	ROOF PLAN		
A	A-201	EXTERIOR ELEVATIONS	10/11/2013	CITY REVIEW
A	A-301	BUILDING SECTIONS	10/11/2013	CITY REVIEW
A	A-401	ENLARGED PLANS		
A	A-402	ENLARGED PLANS		
A	A-401	ROOM FINISH & DOOR SCHEDULES, DOOR ELEVATIONS		
STRUCTURAL				
A	S-101	GENERAL STRUCTURAL NOTES		
A	S-101	FOUNDATION PLAN		
A	S-102	ROOF & MEZZANINE FRAMING PLANS		
A	S-501	FOUNDATION SECTIONS		
A	S-502	SECTIONS		
A	S-503	FOUNDATION & FRAMING SECTIONS		
A	S-504	SECTIONS		
A	S-505	JOIST LOAD ELEVATIONS		

BELMARK PLANT 3, PHASE 6
DE PERE, WI 54115
COVER SHEET

Project Number 89636-89641
Drawn By RUS
Checked By DAN

G-101

DESIGN AND SPECIFICATIONS PREPARED BY THE BOLDT COMPANY SHALL NOT BE LOANED, REPRODUCED OR USED EXCEPT AS AUTHORIZED BY A CONTRACT WITHOUT EXPRESS WRITTEN CONSENT OF THE BOLDT COMPANY.

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Oscar J. Boldt Construction

A Division of The Boldt Company

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SAFE THINKING
not available for individual accidents

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PO Box 419
De Pere, WI 54101
920-734-0271

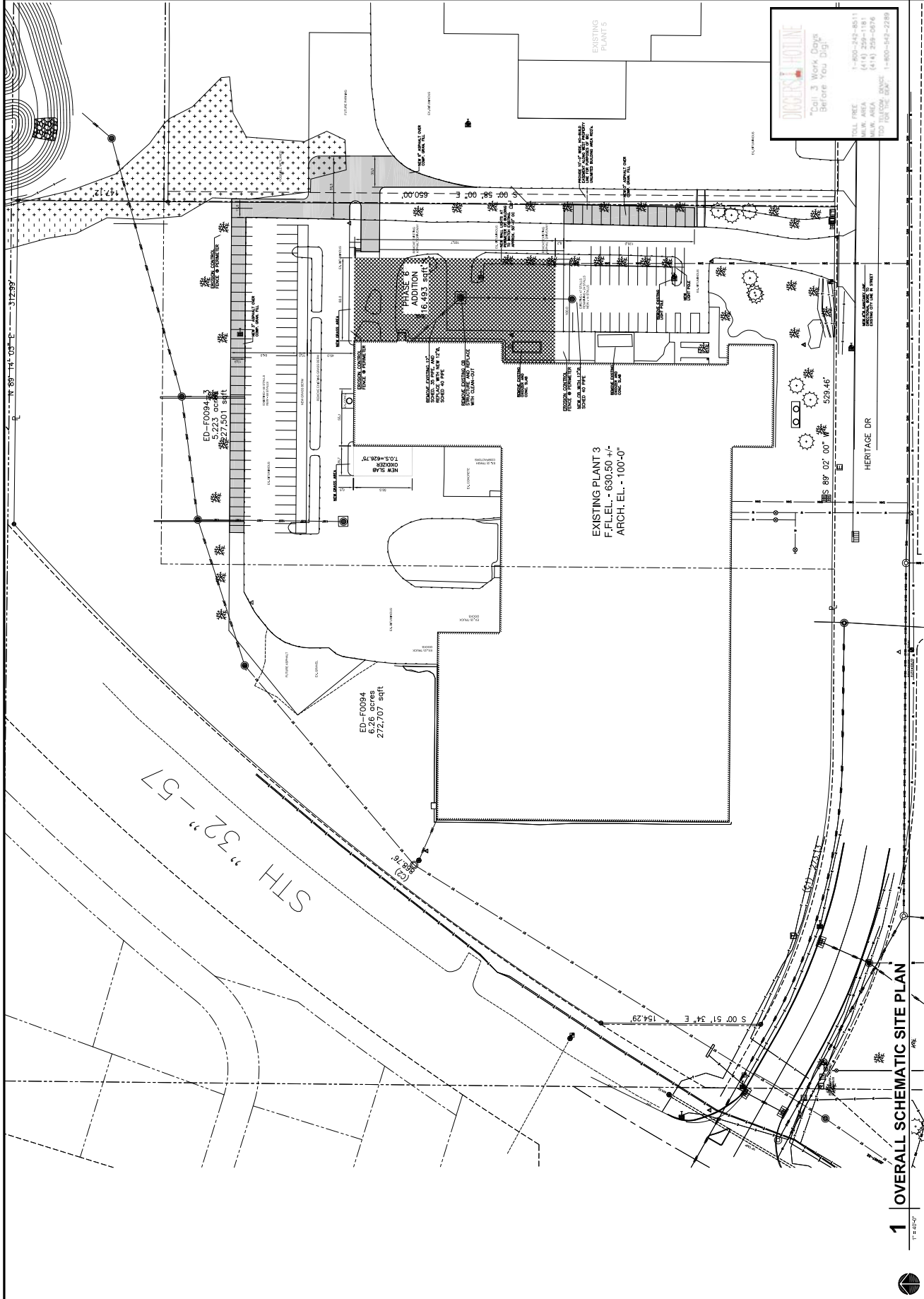
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NO.	DESCRIPTION	DATE
1	DESIGN	08/11/2021
2	CITY REVIEW	08/11/2021
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BELMARK PLANT 3, PHASE 6
DE PERE, WI 54115
SCHEMATIC SITE PLAN

Project Number 88638-88641
Drawn By
Checked By

C-101



1 OVERALL SCHEMATIC SITE PLAN

SAFE THINKING
we create it. everyone's business.

PROJECT LOCATION: EDWARDS & EDWARDS
PARCEL ADDRESS: 133 HERITAGE ROAD, DE PERE, WI
DRAWN AND CHECKED BY: BOLDT COMPANY
DATE: 08/11/2021
CITY REVIEW: 08/11/2021

DISCLAIMER

"NOT A 3D WORK" Design
FOR OFFICE USE ONLY

1-800-342-4631
(414) 238-1181
(414) 238-0876
1-800-342-2238

BOLDT
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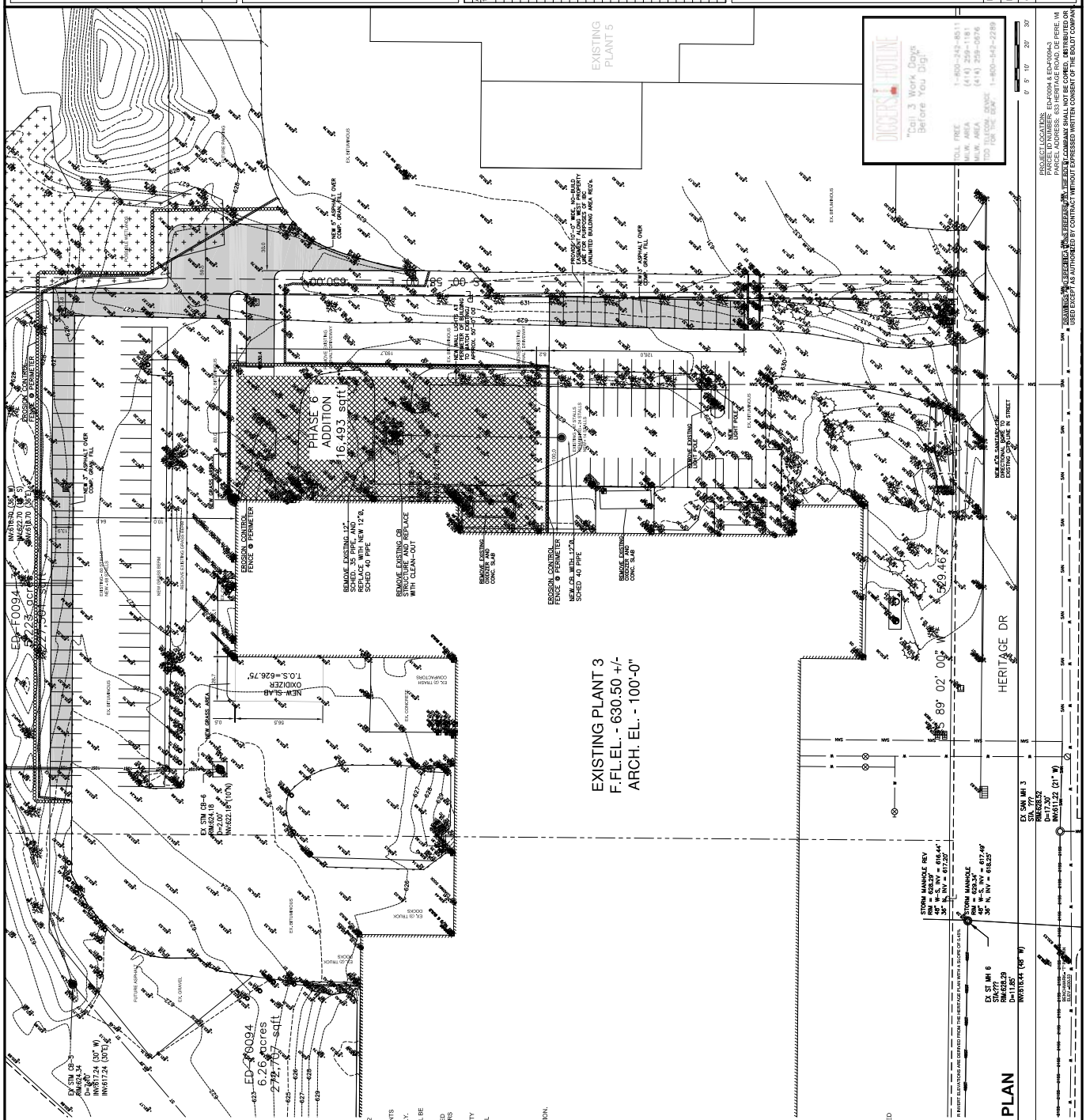
2205 Walnut Ridge Road
PO Box 419
Madison, WI 53704-0419
608-734-0271

www.theboldtcompany.com

BELMARK PLANT 3, PHASE 6
BELMARK INC
DE PERE, WI 54115
ENLARGED SCHEMATIC SITE PLAN

Project Number 88638-88641
Drawn By
Checked By

C-102



GENERAL SITE NOTES:

A. EXISTING UTILITIES SHOWN ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS AND FIELD SURVEY. THE LOCATION OF UTILITIES, INCLUDING SEWER AND WATER FROM THE PROPERTY OWNERS OF THE ADJACENT PROPERTIES, SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

B. LOCATIONS, SIZES AND TITLES SEARCH HAVE NOT BEEN AUTHORIZED AND THE BOUNDARY AND EASEMENTS SHOWN MAY BE INACCURATE OR INCOMPLETE.

C. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

D. THE EXISTING STANCHIONS SHALL BE SURROUNDED BY A FENCE AND STABILIZED BY NOT TO BE USED WITHIN 30 DAYS. THE EXISTING AREA WHICH REMAINS ACTIVE GREATER THAN SEVEN (7) DAYS SHALL BE MAINTAINED BY THE CONTRACTOR.

E. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR INSPECTING AND MAINTAINING ALL EXISTING CONTROL POINTS AND WITHIN 24 HOURS OF EVERY 48 HOURS OF AN EVENT, REPAIRS ARE REQUIRED WITHIN 24 HOURS OF THE EVENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE EXISTING CONTROL POINTS AND WITHIN 24 HOURS OF EVERY 48 HOURS OF AN EVENT, REPAIRS ARE REQUIRED WITHIN 24 HOURS OF THE EVENT.

F. ALL EXISTING CONTROL POINTS, SHALL BE INSTALLED PRIOR TO COMMENCING MASS GRADING OR UTILITY LAYOUT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE EXISTING CONTROL POINTS AND WITHIN 24 HOURS OF EVERY 48 HOURS OF AN EVENT, REPAIRS ARE REQUIRED WITHIN 24 HOURS OF THE EVENT.

G. UPON COMPLETION OF THE WORK AS SPECIFIED, RESURFACE FOUR (4) OF BALANCED TOPSOIL OVER ALL EXISTING AND NEW AREAS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE EXISTING CONTROL POINTS AND WITHIN 24 HOURS OF EVERY 48 HOURS OF AN EVENT, REPAIRS ARE REQUIRED WITHIN 24 HOURS OF THE EVENT.

H. TRACKING OF AID ON EXISTING STREETS SHALL BE CLEARED UP DAILY.

I. THE CONTRACTOR SHALL MAINTAIN THE AREA DETURBED BY CONSTRUCTION AS THE PROJECT IS CONSTRUCTED.

J. EXCAVATION, SHALL BE REMOVED FROM THE SITE IMMEDIATELY.

K. ROADS SHALL DISCHARGE INTO THE EXISTING STORM LINE ON SITE.

L. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

M. ANY EXISTING SIDEWALK CHANGES DURING CONSTRUCTION WILL BE REPLACED AS A PART OF THIS PROJECT.

N. THE CONTRACTOR SHALL MAINTAIN THE AREA DETURBED BY CONSTRUCTION AS THE PROJECT IS CONSTRUCTED.

O. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

P. THE CONTRACTOR SHALL PROVIDE DUMPSTERS FOR DISPOSAL OF CONSTRUCTION WASTE.

Q. NO NEW OUTDOOR STORAGE IS PERMITTED.

SITE PLAN INFORMATION WAS OBTAINED BY ROBERT E. LEE & ASSOCIATES INC. 484 GOLDEN POND PARK COURT, HOWART, WI 54105. 9206262461 PATRICK KUEHL IS CONTACT

SITE NOTES:

PROPOSED NEW MANUFACTURING ADDITION ONTO EXISTING FACILITY.

SEMI-TRUCK MOVEMENT ON NORTH SIDE OF BUILDING IS IN SAME LOCATION AS EXISTING. HOWEVER THE ENTRANCE WILL BE RELOCATED TO THE EXISTING DRIVEWAY ENTRANCE TO THE EAST BY PLANT 5.

PARCEL ID NUMBER: ED-0094

PARCEL ID NUMBER: ED-0094

PARCEL ADDRESS: 630 HERITAGE ROAD, DE PERE, WI

LOT FROM A 00044 AREA: 900,208 sqft

EXISTING INTERIORS LOT AREA (EXISTING ASPHALT): 97,650 sqft

NEW ADDITION FOOTPRINT: 16,493 sqft

EXISTING INTERIORS LOT AREA TO BE REMOVED: 9,412 sqft

(Not located under ground as indicated)

PERCENTAGE OF EXISTING ASPHALT TO HAVE SURFACE RESTORANCE FOR ROUTINE MAINTENANCE: 36.6%

EXISTING STALLS: 107 REGULAR STALLS + 2 HC STALLS

REDESIGNED STALLS: 104 REGULAR STALLS + 2 HC STALLS

STALLS EAST OF FACILITY: 86 REGULAR STALLS

STALLS WEST OF FACILITY: 21 REGULAR STALLS

HANDICAP STALLS TO BE 17, 207. NRY. OF 2 STALLS TO BE PROVIDED WITH 8' WIDE STRIPPED VAN ACCESSIBLE UNLOADING AREA. REMAINDER OF HANDICAP STALLS TO BE PROVIDED WITH 5' WIDE STRIPPED VAN ACCESSIBLE UNLOADING AREA. REMAINDER OF HANDICAP STALLS TO BE PROVIDED WITH 5' WIDE STRIPPED VAN ACCESSIBLE UNLOADING AREA. REMAINDER OF HANDICAP STALLS TO BE PROVIDED WITH 5' WIDE STRIPPED VAN ACCESSIBLE UNLOADING AREA.

PROJECT WILL BE BUILT IN 3 PHASES.

PHASE 1 WILL BE THE PERIMETER FOUNDATION WALL AND FOOTING AND THE CONNECTION BETWEEN THE PHASE 1 WALLS AND STRUCTURE ABOVE GRADE, AS WELL AS THE REMAINING SITE WORK.

PHASE 2 WILL START AT THE END OF OCTOBER AND BE ABOUT 4 WEEKS LONG.

PHASE 3 WILL START AROUND APRIL, MAY 2014.

REMOVAL OF EXISTING ASPHALT, REGRADING OF THE AREA, AND PLACEMENT OF NEW ASPHALT IS EXPECTING DURING THE MONTH OF AUGUST, 2014.

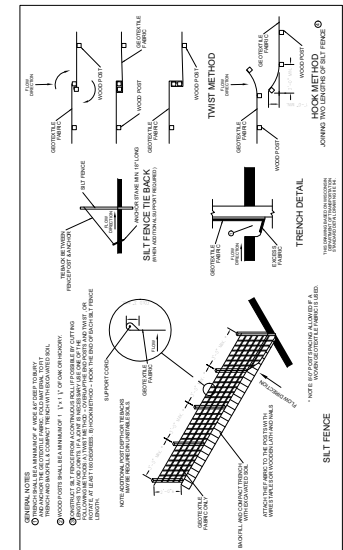
1 | ENLARGED SCHEMATIC SITE PLAN

1" = 50'



PROJECT LOCATION: 630 HERITAGE ROAD, DE PERE, WI
PARCEL ADDRESS: 630 HERITAGE ROAD, DE PERE, WI
PROJECT NUMBER: 88638-88641
DRAWN BY: [blank]
CHECKED BY: [blank]

GENERAL NOTES:
1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING CURBS AND GUTTERS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING DRIVEWAYS AND SIDEWALKS.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING LANDSCAPING AND PLANTINGS.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING FENCES AND WALLS.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SIGNAGE AND MARKINGS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING TRAFFIC SIGNALS AND LIGHTS.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING PUBLIC UTILITIES AND STRUCTURES.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING PRIVATE UTILITIES AND STRUCTURES.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ADJACENT PROPERTIES AND STRUCTURES.

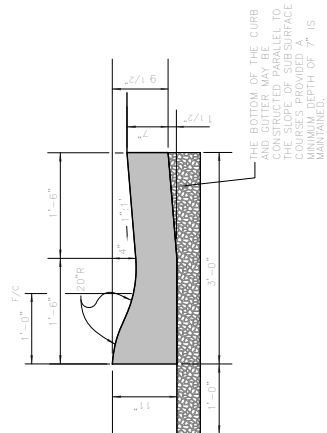


1 | SILT FENCE DETAILS

1/4" = 1'-0"

2 | INLET PROTECTION DETAILS

1/4" = 1'-0"



3 | ROLL FACE CURB AND GUTTER

1/4" = 1'-0"

GENERAL EROSION CONTROL NOTES:

- A) PRESERVE NATURAL PLANT COVER WHERE EVER POSSIBLE
- B) ONLY THE SMALLEST PRACTICAL AREA OF LAND SHALL BE DISTURBED AND LEFT TO AS SHORT A DISTANCE AS POSSIBLE
- C) STABILIZE DISTURBED GROUND BY ALLOWING OR COVERING AFTER INACTIVITY FOR 1 WEEK
- D) NO TEMPORARY SEEDING SHALL BE USED UNLESS IT IS PROVED TO BE EFFECTIVE
- E) NO TEMPORARY SEEDING SHALL BE USED UNLESS IT IS PROVED TO BE EFFECTIVE
- F) ALLOWED TO BE CARRIED OFF BY RUNOFF OR WIND
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EROSION CONTROL MEASURES SHALL BE LIMITED TO THE AREAS SURROUNDING THE PROPOSED ADDITION.

- A) NO GRADE SHALL BE STEEPER THAN 3:1
- B) SEEDING RATES SHALL BE IN ACCORDANCE WITH WS DOT SPECS.

THE FOLLOWING BEST MANAGEMENT PRACTICES ARE SCHEDULED FOR THE SITE:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING CURBS AND GUTTERS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING DRIVEWAYS AND SIDEWALKS.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING LANDSCAPING AND PLANTINGS.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING FENCES AND WALLS.
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9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING PRIVATE UTILITIES AND STRUCTURES.

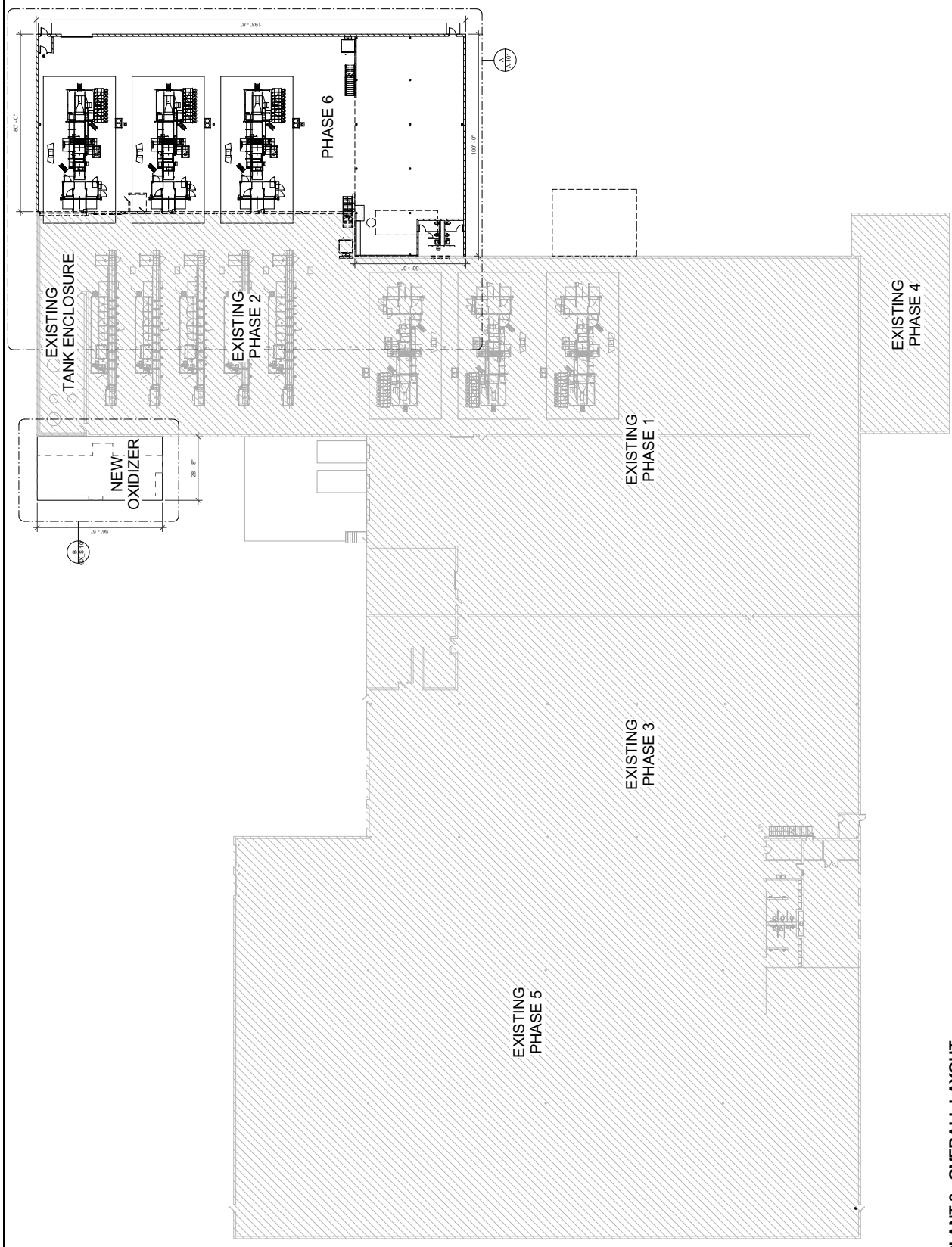
NO.	REVISION	DATE
1	CITY REVIEW	10/10/23



SAFE THINKING
SAFETY IS AN ATTITUDE

A | PLANT 3 - OVERALL LAYOUT

1" = 20' 0"



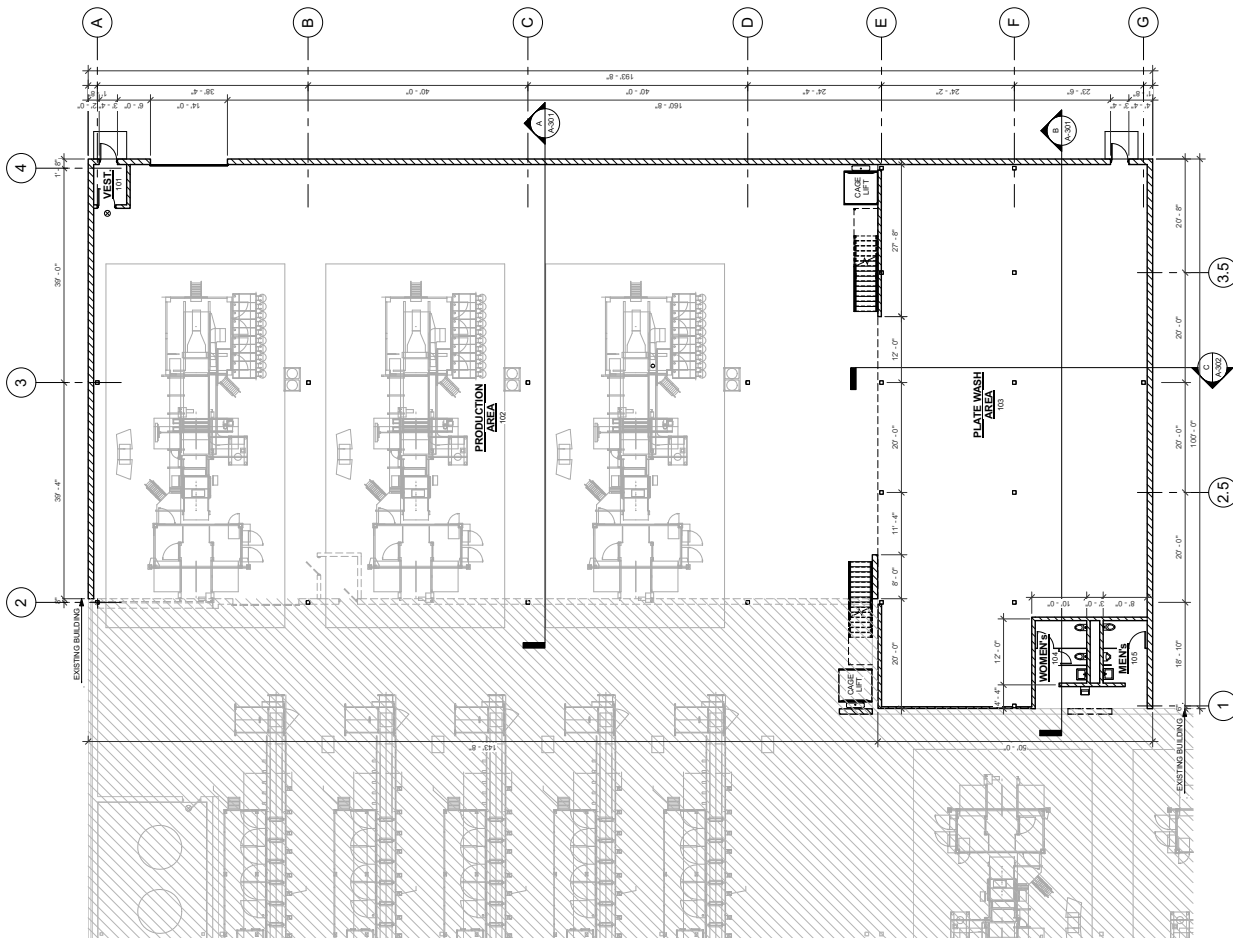
Project Number: 88636-88641
Drawn By: RJS
Checked By: DAN

A-100

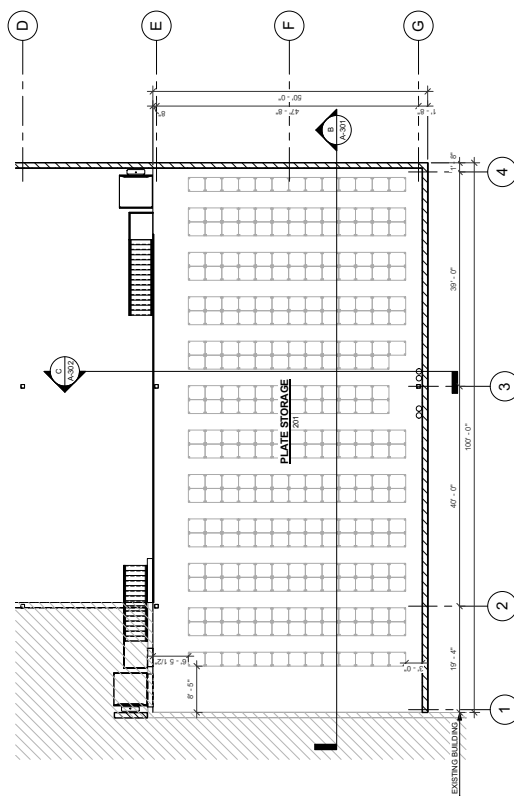
BELMARK PLANT 3, PHASE 6
BELMARK INC
DE PERE, WI 54115
OVERALL PLANT LAYOUT - PLANT 3

Rev	Description	Date
1	OWNER REVIEW	07/26/2013
2	OWNER REVIEW	08/01/2013
3	CITY REVIEW	08/01/2013
4	CITY REVIEW	08/01/2013
5	CITY REVIEW	08/01/2013
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99	CITY REVIEW	08/01/2013
100	CITY REVIEW	08/01/2013

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2525 North Pioneer Road
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Arlington, WI 54912-0419
920.779.6277
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A | ENLARGED AREA PLAN - PHASE 6



B | MEZZANINE FLOOR PLAN - PHASE 6

No.	Description	Date
	CITY REVIEW	01/11/2013
	ESTIMATE REVIEW	08/06/2013
	CONNER REVIEW	08/01/2013
	CONNER REVIEW	01/11/2013

BELMARK PLANT 3, PHASE 6
BELMARK INC
DE PERE, WI 54115
ENLARGED AREA PLAN - PHASE 6

Project Number	88638-88641
Drawn By	RJS
Checked By	DAH

A-101

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920-739-6321

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KEY PLAN - PHASE 6



BELMARK PLANT 3, PHASE 6

DE PERE, WI 54115

EXTERIOR ELEVATIONS

Project Number	88638-88641
Drawn By	RJS
Checked By	DAH

A-201

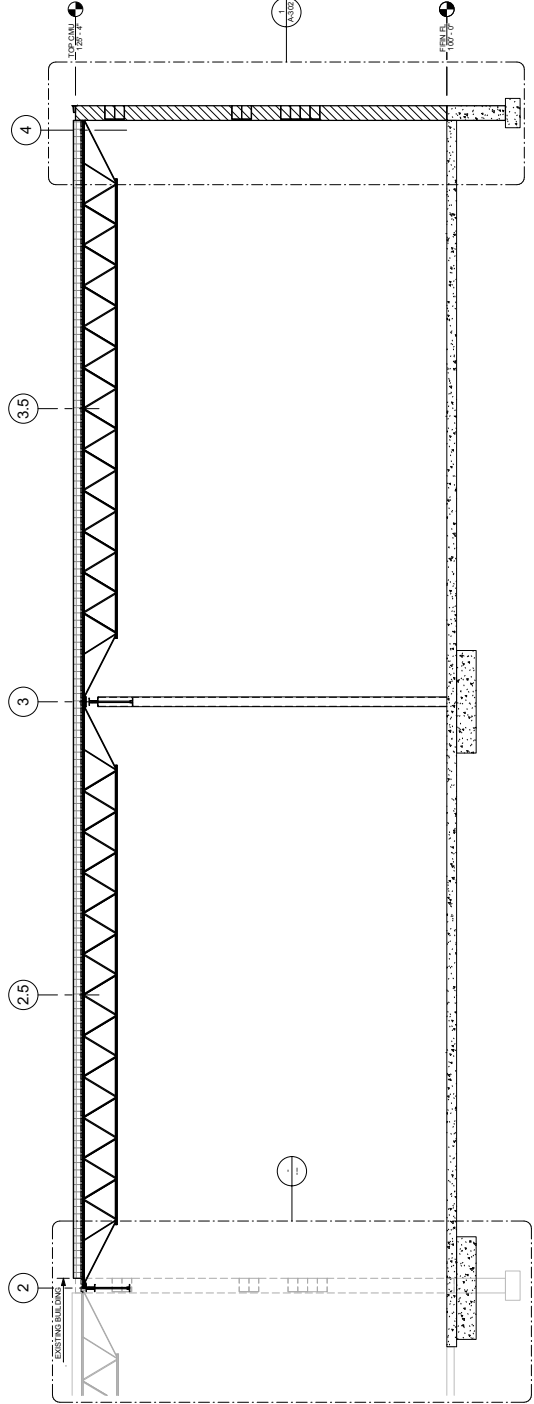
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Technical Services

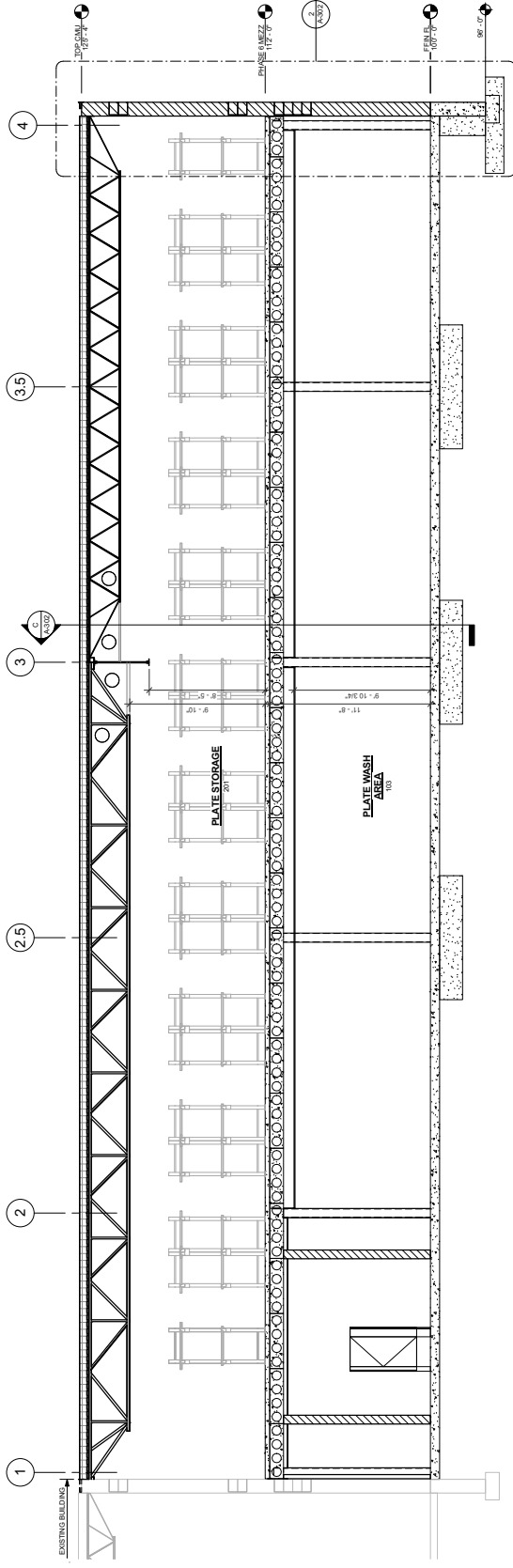
2025 North River Road
PO Box 479
Asheville, NC 28802-0479
828.739.6227

www.theboldtcompany.com

A SECTION THRU PHASE 6
1/4" = 1'-0" W. A / A-101



B SECTION THRU PHASE 6 @ MEZZ.
1/4" = 1'-0" W. A / A-101



BELMARK PLANT 3, PHASE 6
BELMARK INC
DE PERE, WI 54115
BUILDING SECTIONS

Project Number: 88636-88641
Drawn By: RJS
Checked By: DMH

A-301

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SAFE THINKING
We're committed to eliminating accidents.

City of De Pere, Wisconsin



Request For Plan Commission Action

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the Site Plan Application for a site plan modification for a 19,200 sq ft manufacturing facility on the northwest corner of American Blvd and Fortune Ave. Applicant: PEDS.

Overview

The original site plan was approved by the Plan Commission in September of 2010. The project was held off due to economic conditions. The plan is ready to move forward again; however some changes have been made to the building and site layout. The project is for a 19,200 sq ft manufacturing space with the ability to add a second building to the north end of the site.

Public Works Review

Sanitary Sewer:

1. All connections to the City sanitary sewer are to be completed under the observation of City personnel.
2. Provide a 30 foot easement for the sanitary sewer if the area of the sanitary sewer is to be purchased for the private development.

Water Main:

1. All taps to the City water main are to be completed under the observation of City personnel.
2. Provide a 30 foot easement for the water main.
3. Install a curb stop at the edge of the easement.

Storm Water:

1. An updated storm water plan will need to be submitted and approved by the City due to the relocation of the ponds.
2. A maintenance agreement for the stormwater management facility is required prior to the City issuing an occupancy permit.

Other:

1. Provide information on the truck size to be accessing the site.
2. Provide documentation/drawings showing the truck turning movements for the truck access to the loading dock. Documentation is to include the backing movement into the loading dock. This movement appears to be restricted based on the parking lot layout.

Parks/Forestry Review

1. An updated landscape plan shall be submitted to the City for approval.

Fire Review

1. Provide detailed plans for construction review; provide details of use for all areas of structure.
2. Separation of hazards/use may be required in accordance with NFPA Fire Code.
3. Provide exit/emergency lighting throughout the means of egress. Provide detailed egress

information with travel distances and arrangements.

4. No smoking and floor loading signage may be required.
5. Provide fire extinguishers at 75' travel distance throughout facility towards exits.
6. Provide sprinkler system drawings with calcs and cut sheets for approval prior to installation.
Show location for fire department connection on plans.
7. Install key box for fire department access.

Planning/Building Review

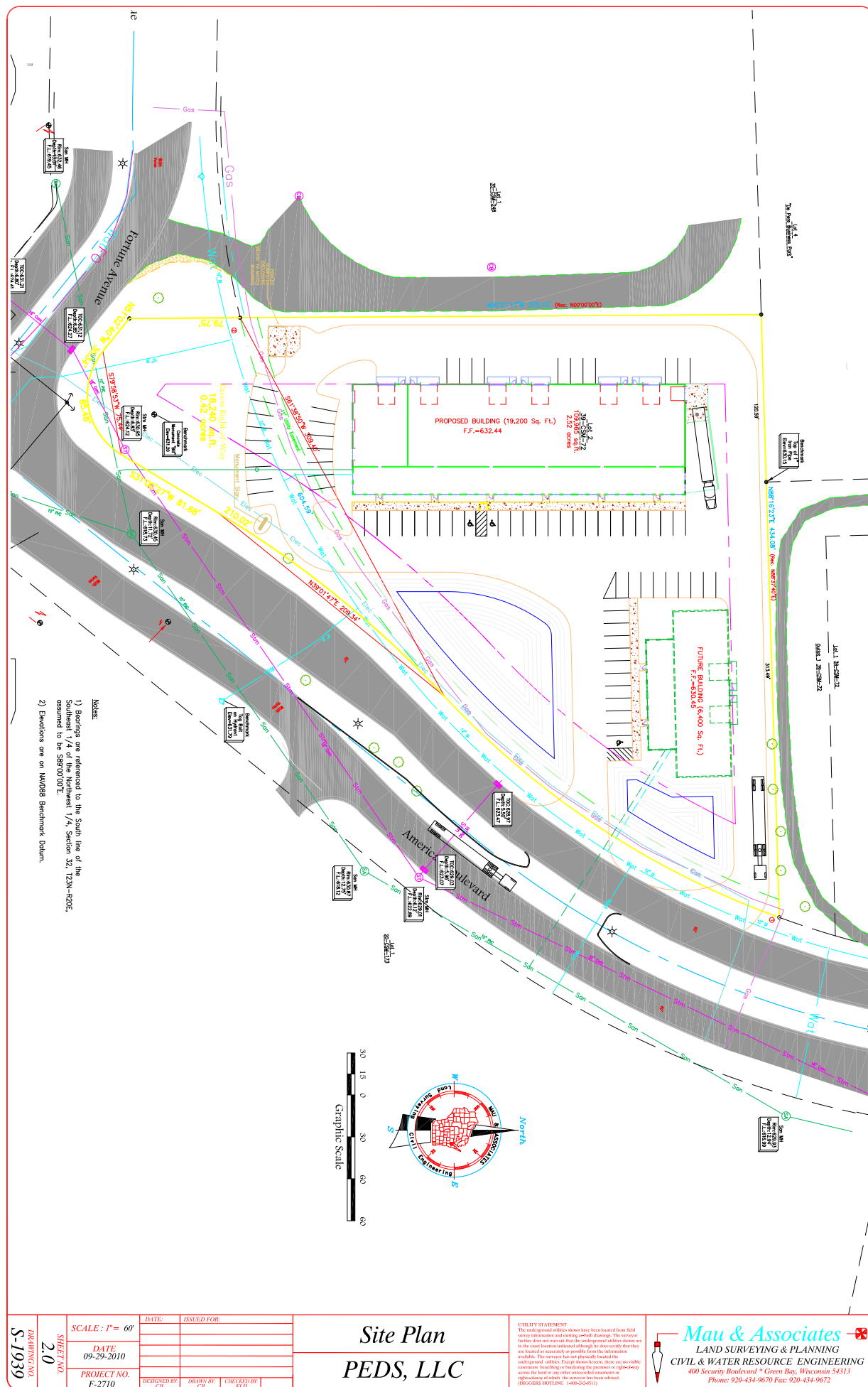
1. The City must approve the final prefinished panel before permits are issued.
2. A lighting plan shall be submitted for staff approval.
3. A signage plan shall be submitted for staff approval.
4. Elevations: The East and South elevation meet code; however the final material must be approved by the City. The West and North elevation meet code.
5. Plan Commission should discuss the color of the building with the developer.
6. Future building will require a site plan review.

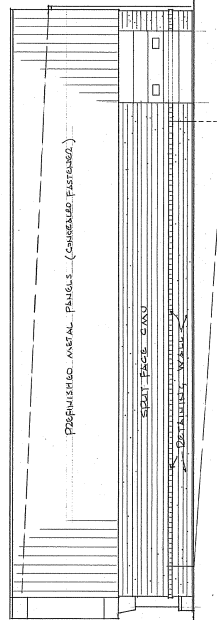
Recommendation

Staff recommends approval of the project with the items identified above being addressed.

ATTACHMENTS:

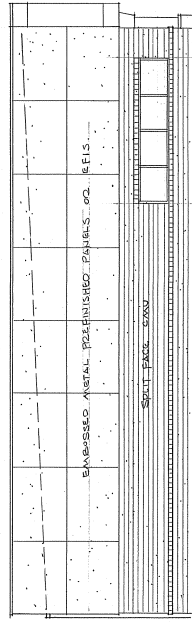
- American Drive Site Plan Modification (PDF)



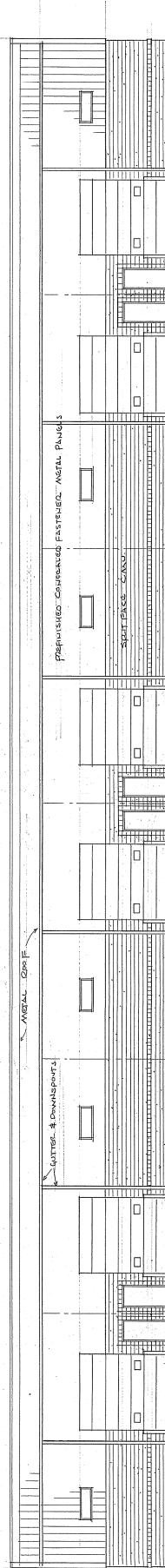


NORTH ELEVATION

SCALE 1/8" = 1'-0"

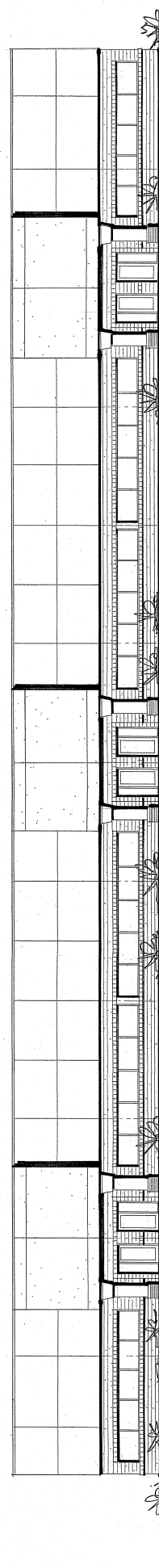


SOUTH ELEVATION



WEST ELEVATION

SCALE 1/8" = 1'-0"



EAST ELEVATION

SCALE 1/8" = 1'-0"

LLOYD CARPENTER
ARCHITECT LLC
2005 Main Street
Green Bay, WI 54303

City of De Pere, Wisconsin



Request For Plan Commission Action

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the Precise Implementation Plan (PIP) for multi-family development at WD-D0021 (Scheuring Rd). Applicant: Nicolet Townhomes. *

Overview

The proposed project is for a mixed use development behind Wal-Mart. The project had two potential retail parcels and one parcel for a 60 unit multi-family development. The General Development Plan was approved by the City in January of 2013. This plan is now considered the Precise Implementation Plan and it focuses only on the multi-family development.

Public Works Review

Sanitary Sewer:

1. A sanitary sewer is provided from a private line off of Scheuring Road to serve three lots.
2. Provide documentation that this pipe can be used to service this property. Provide documentation regarding responsibility for maintenance and repair of this pipe.
3. The plan shows sewer service to two lots. Show the sanitary sewer service for the remaining lot on the plan.

Water Main:

1. The plan shows 8" private water main connecting to the City water main on Scheuring Rd.
2. Note on the plan that, "All taps to the City water main are to be completed under the observation of City personnel".
3. Plans on file show that a private water main may have been extended parallel to the sanitary sewer in the private road. The City would prefer that this water main be utilized if it exists.
4. Provide documentation regarding responsibility for maintenance and repair of the water main.

Storm Water:

1. Storm water discharges to a regional detention pond north of the parcels.
2. All storm water should be routed to this facility. Provide documentation that this facility can be used to service this property. Provide documentation regarding responsibility for maintenance and repair of pipes and pond.
3. It appears additional storm water is discharging to the southwest corner of the site. Provide calculations to verify the storm water discharge to the southwest corner of the site is not increased with this development.
4. Provide an erosion control plan. Show a tracking pad on the plans and dimensions to verify the size can accommodate construction vehicle ingress and egress from the site at this location.
5. A maintenance agreement for the storm water management facility is required prior to the City issuing an occupancy permit. This agreement is to be submitted for review and approval to the City. Once the City approves the agreement, the property owner is to record the agreement with the County and provide the City with a copy of the recorded agreement.

Traffic/Vehicle Access:

1. Provide access control at the tee intersection where the Townhouse development will connect to the existing private road.

Other:

1. All areas intended to be utilized for parking spaces and driveways shall be surfaced with bituminous asphalt or concrete. See 14.60 (12) (j).
2. Show pavement surface types on the plan.
3. Provide replacement for trees removed on the east side of the property.
4. Show and label the right of way and property lines on the plan.

Parks/Forestry Review

1. Additional tree planting should be done at the alignment of the private road to block vehicle head lights (Townhome #1).
2. All planting, mulching, and staking should be in accordance with WDNR recommendations and current proper practices.
3. All plant material and beds should have a follow-up schedule for maintenance and replacement.
4. A preservation and protection plan for existing vegetation and trees, including City owned trees and shrubs, should be included on plans when applicable.
5. Staff would recommend additional diversity be incorporated in the tree selection.

Fire Review

1. Provide detailed plans for construction review, provide details of use for all areas of structure.
2. Separation of hazards/use may be required in accordance with NFPA Fire Code.
3. Provide exit/emergency lighting throughout the means of egress. Provide detailed egress information with travel distances and arrangements.
4. No smoking and floor loading signage may be required.
5. Provide fire extinguishers at 75' travel distance throughout facility towards exits.
6. Provide sprinkler system drawings with calcs and cut sheets for approval prior to installation. Show location for fire department connection on plans.
7. Install key box for fire department access.

Planning/Building Review

1. Elevations did not match recommendations from Plan Commission. Developer will provide new elevations at meeting.
2. Driveway flare crosses property line. CSM needs to be modified or driveway needs to be changed.
3. Dumpster gates should be non-metal (i.e., cedar or composite material).
4. Note that the fence will be a vinyl fence along the north property line.

Recommendation

Staff recommends approval of the Precise Implementation Plan (PIP) with the items identified above being addressed. The project will need approval by the City Council.

ATTACHMENTS:

- Nicolet Townhomes PIP (PDF)

	CITY OF DE PERE APPLICATION FOR SITE PLAN REVIEW	Fee: \$ ⁵⁰245.00 Receipt #: _____ Date: <u>10-16-13</u>
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Please print or type using black ink for duplicating purposes.

A. Property Owner: Name: Nicolet Townhomes, LLC (attn: Andy Dumke)

Mailing Address: 230 Ohio Street, Oshkosh, WI 54902

Phone: 920-230-3628

Email: andy@alliancedevelopment.biz

I hereby appoint the following as my agent for purposes of this application:

Agent: Name: _____

Mailing Address: _____

Phone: _____

Email: _____

B. Property Information

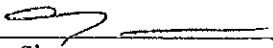
Address/Location of Property: 1400 Block Scheuring Road Parcel #: WD-D0021 (1913478)

Parcel Dimension: 963.63' x 751.87 Parcel Area: 7.236 ac

Legal Description: Lot 1, Vol. 45, CSM, Pages 221-223, Brown County Records, in the SE 1/4 of the SW 1/4

of Section 29, Town 23 N, Range 20N, in the City of De Pere, Brown County, WI

A Site Plan Review is requested as authorized by the De Pere Zoning Code, Section(s): Article XIII, Section 14.60.


Owner Signature

10-9-13
Date

Agent Signature

Date

A plan consisting of all applicable information listed on the attached shall be submitted with this application. An AutoCAD drawing matching the state approved plans must be submitted in Brown County Coordinates before permits can be issued.

CIVIL COVER AND SPECIFICATION SHEET

LEGEND

[illegible]

SHEET	SHEET TITLE
C-1	CALL CORNER AND PROVISION SHEET
C-2	ESTIMATED JET AND DISCHARGE FLOW
C-3	WFE FLOW
C-4	STANDARD AND RESIDUAL CONTROLS PLAN
C-5	LIFE TIME PLAN
C-6	LANDSCAPE PLAN
C-7	INSTRUMENTATION DET PLAN
700	

[illegible]

This aerial photograph shows a large, irregularly shaped pond (Pond 1) in the center. To its north (top) is a smaller, more rectangular pond (Pond 2). To its south (bottom) is another pond (Pond 3). The surrounding area is a mix of open fields and some wooded areas. A scale bar at the bottom indicates distances in meters (0, 100, 200, 300, 400, 500, 600, 700, 800, 900, 1000).

2. The Contractor shall be responsible for paying assessments to maintain all licenses, all employees shall be provided with the necessary equipment, including but not limited to, tools, materials, and transportation. The Contractor shall be responsible for the safety of all employees and shall provide all necessary safety equipment and training. The Contractor shall be responsible for the payment of all taxes and social security contributions. The Contractor shall be responsible for the payment of all other costs and expenses incurred in the performance of the contract.
3. The Contractor shall be responsible for the construction of all structures, including but not limited to, foundations, walls, roofs, and floors. The Contractor shall be responsible for the construction of all other structures and equipment required for the project. The Contractor shall be responsible for the construction of all other structures and equipment required for the project.
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PHASE	TYPE OF ACTION
1. PRE-CONSTRUCTION	1. CONSTRUCTION OF A BRIDGE AT A POINT OF INTEREST TO COMMUNITY 2. ASSESS THE NEED FOR A BRIDGE 3. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 4. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 5. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 6. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 7. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 8. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 9. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 10. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES
2. CONSTRUCTION	1. CONSTRUCTION OF A BRIDGE AT A POINT OF INTEREST TO COMMUNITY 2. ASSESS THE NEED FOR A BRIDGE 3. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 4. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 5. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 6. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 7. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 8. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 9. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 10. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES
3. POST-CONSTRUCTION	1. CONSTRUCTION OF A BRIDGE AT A POINT OF INTEREST TO COMMUNITY 2. ASSESS THE NEED FOR A BRIDGE 3. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 4. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 5. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 6. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 7. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 8. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 9. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES 10. CONSIDER BRIDGE FOR EXISTING AND PROPOSED HIGHWAY ROUTES

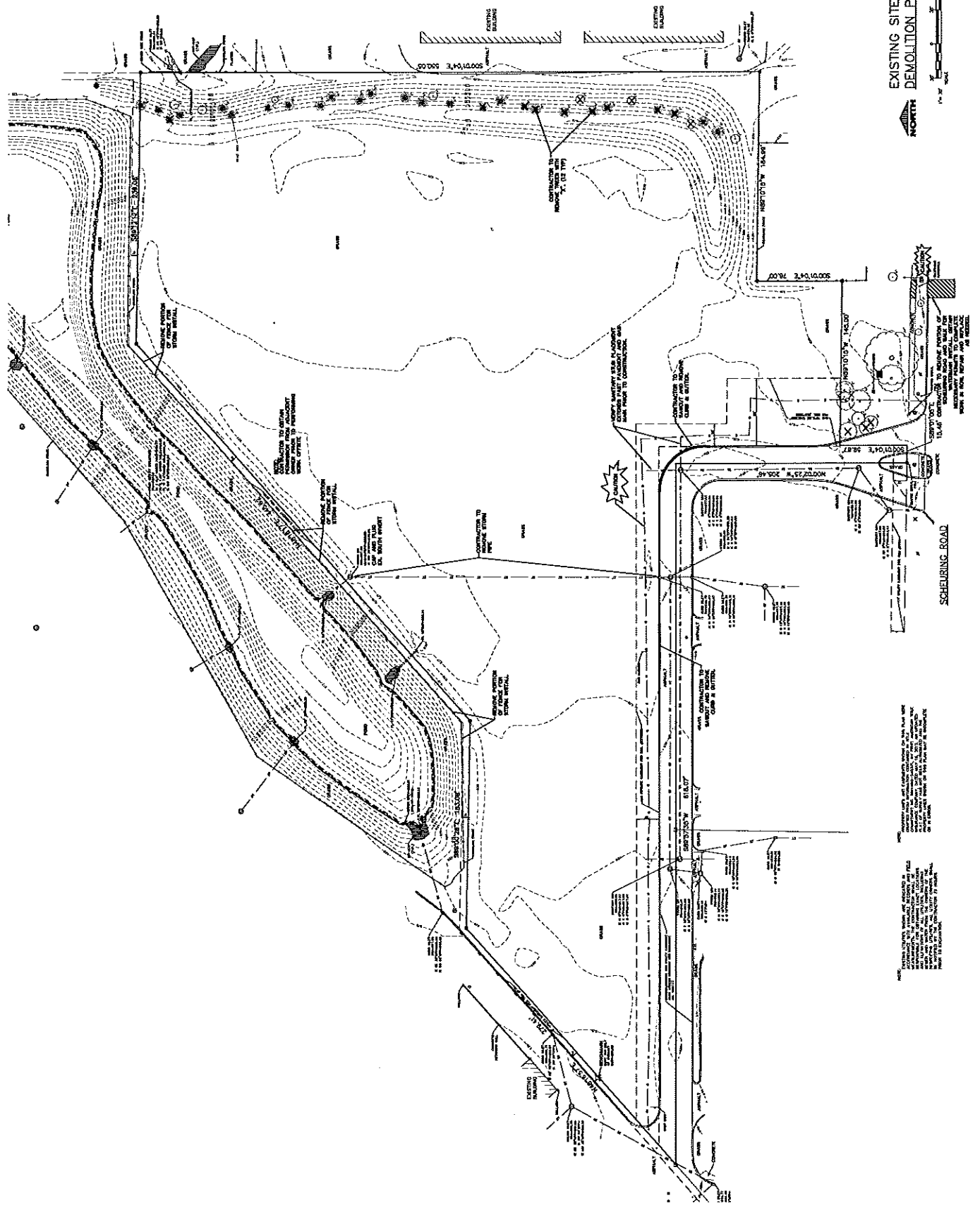


Attachment: Nicolet Townhomes PIP (1503 : Scheuring Townhome PIP)

OWNER:
NICOLET TOWNHOMES, LLC
230 OHIO STREET
NASHVILLE, TN 37203

PROJECT:
1400 BLOCK SCHEURING ROAD
NASHVILLE, TN 37203

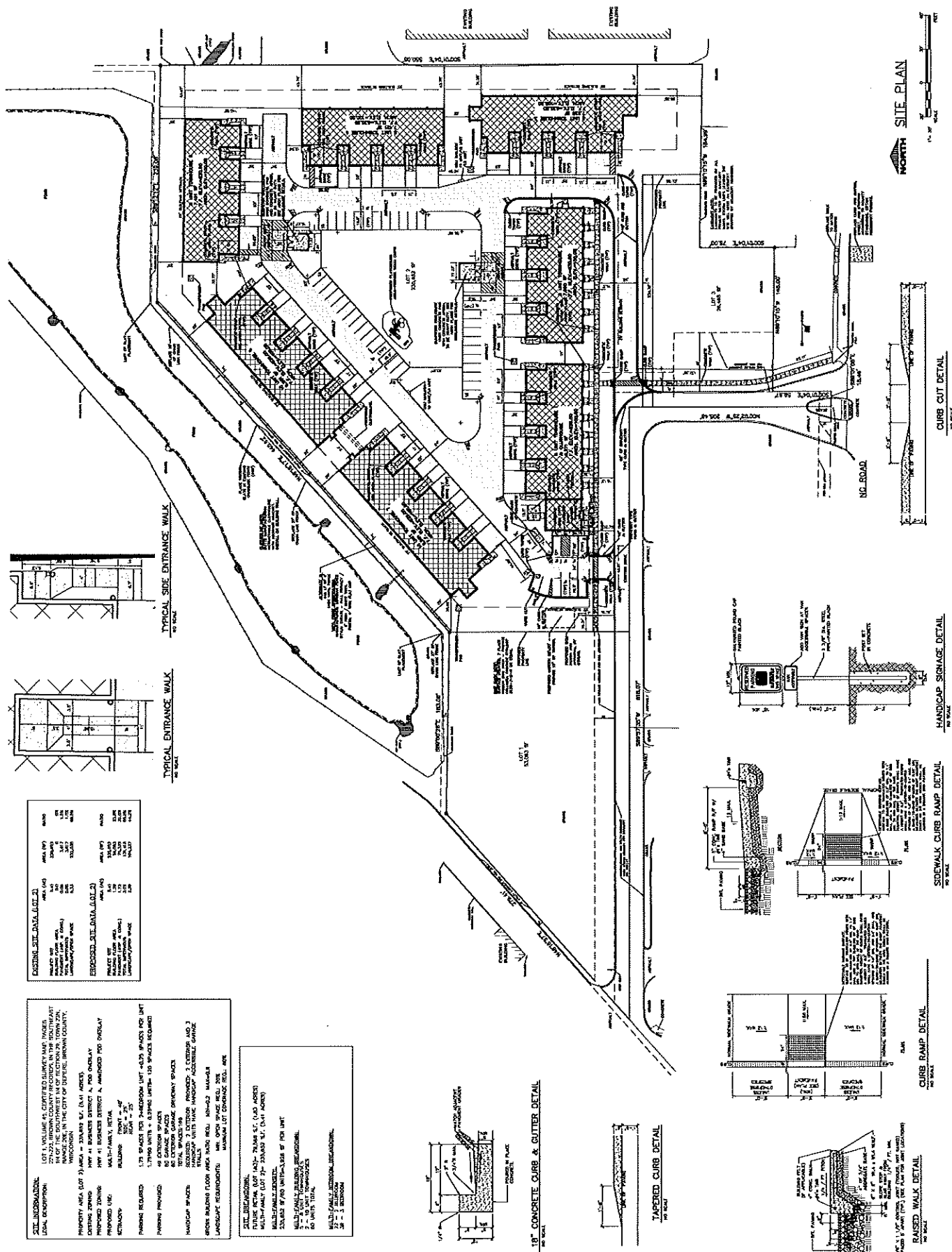
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DATE	12/25/10
PROJECT	1400 BLOCK SCHEURING ROAD
OWNER	NICOLET TOWNHOMES, LLC
DESIGNER	EXCE ENGINEERS
DATE	12/25/10
SHEET	C1.1



EXISTING SITE AND
DEMOLITION PLAN



NOTES:
1. EXISTING BUILDINGS ARE SHOWN IN BLACK.
2. EXISTING DRIVEWAYS ARE SHOWN IN DASHED LINES.
3. DEMOLITION AREAS ARE SHOWN IN HATCHED PATTERN.
4. PROPERTY LINES ARE SHOWN IN SOLID LINES.
5. EASEMENTS ARE SHOWN IN DOTTED LINES.
6. SURVEY POINTS ARE SHOWN WITH CIRCLES AND NUMBERS.
7. ALL DIMENSIONS ARE IN FEET.
8. THIS PLAN IS TO BE USED FOR DEMOLITION PURPOSES ONLY.
9. ANY CHANGES TO THIS PLAN MUST BE APPROVED BY THE ENGINEER.
10. THE ENGINEER IS NOT RESPONSIBLE FOR THE ACCURACY OF THE FIELD DATA.





Attachment: Nicolet Townhomes PIP (1503 : Scheuring Townhome PIP)

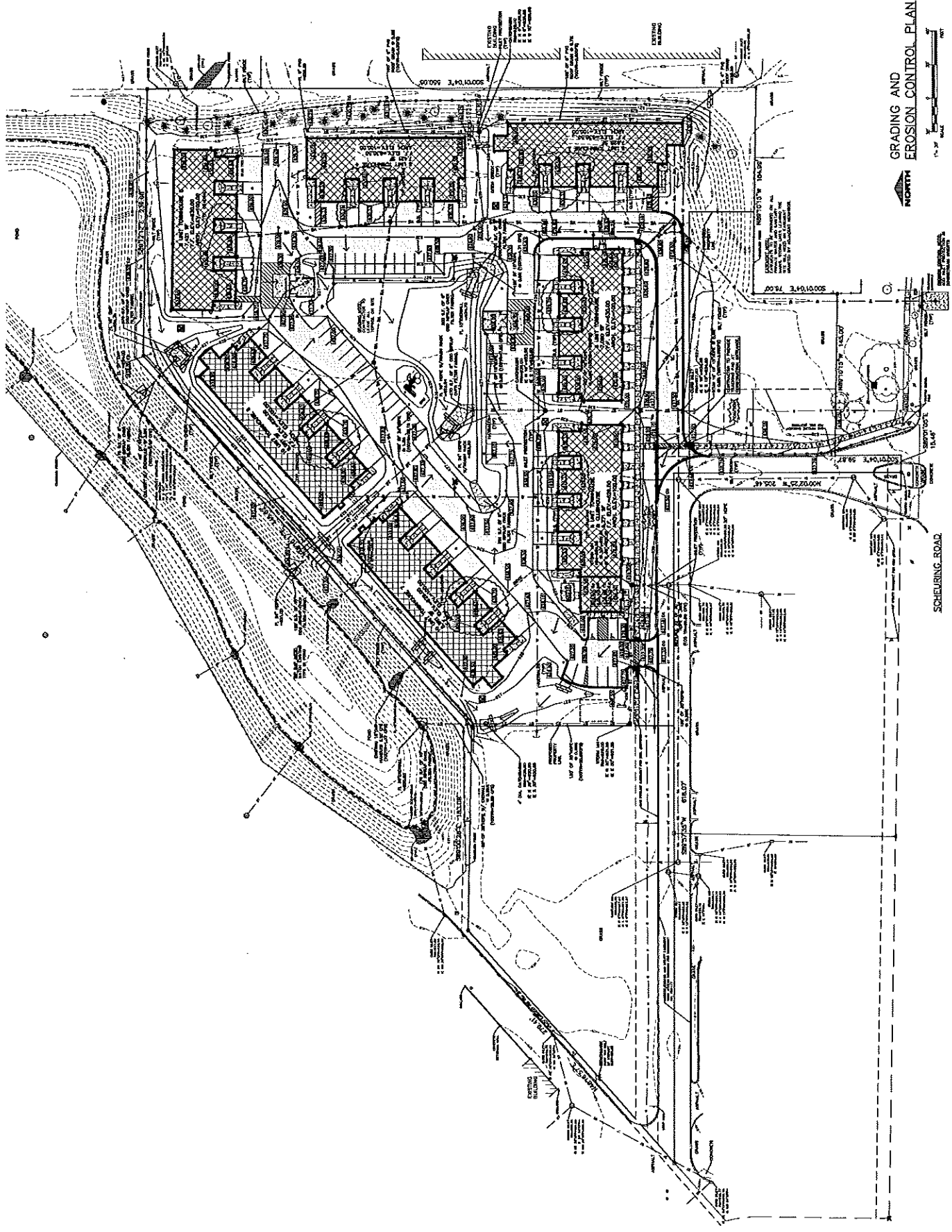


OWNER:
NICOLET TOWNHOMES, LLC
230 CHIO STREET
NORTH BLOOMINGTON, IL 60062

PROJECT:
NICOLET TOWNHOMES
1400 BLOCK SCHEURING ROAD
NORTH BLOOMINGTON, IL 60062

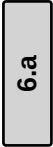
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DATE	12/18/11
BY	JDH
CHECKED BY	JDH
APPROVED BY	JDH
REVISIONS	

SCALE: 1" = 30'
C1:



GRADING AND
EROSION CONTROL PLAN

SCHEURING ROAD





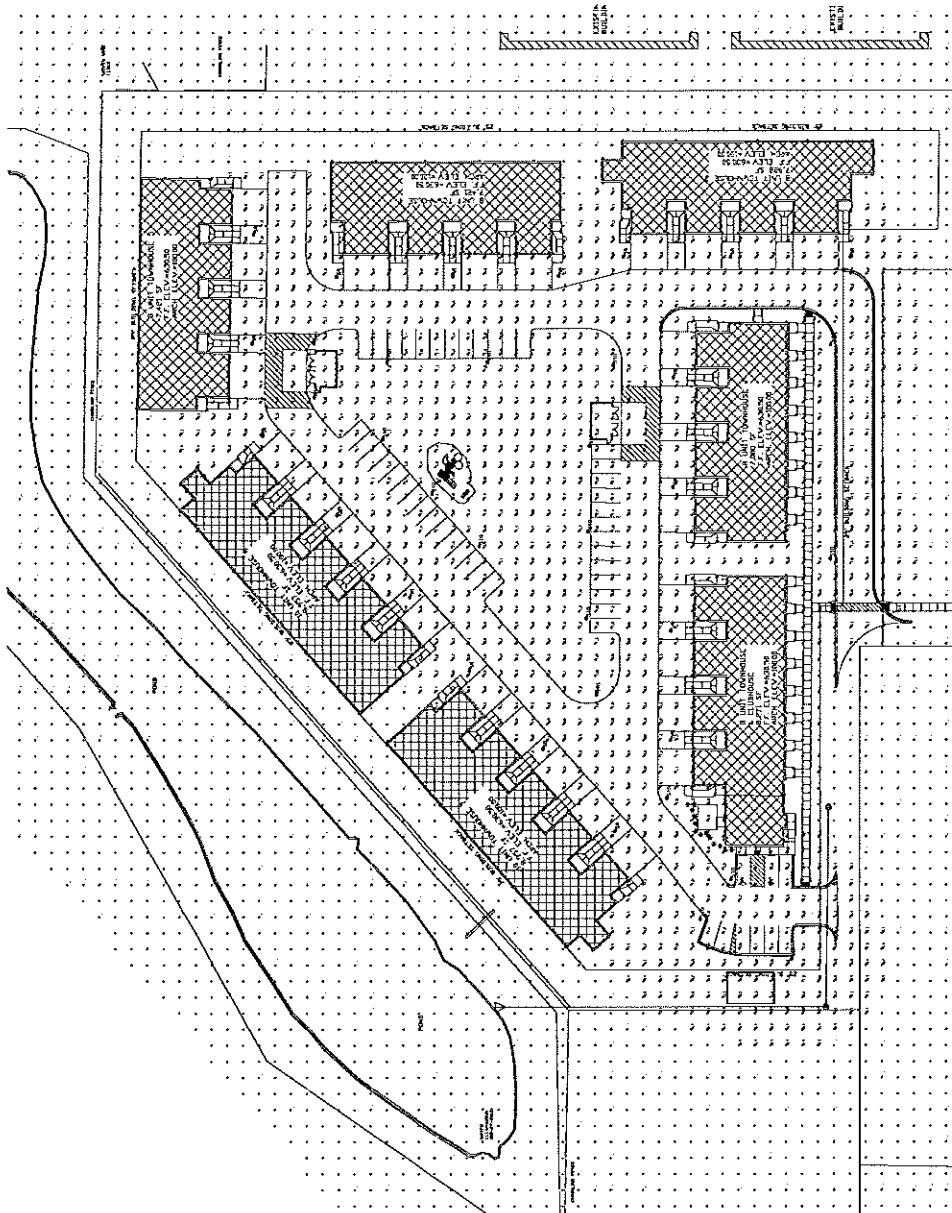
OWNER:
NICOLET TOWNHOMES, LLC
230 OHIO STREET
OSHKOSH, WI 54115

PROJECT:
NICOLET TOWNHOMES
1400 BLOCK SCHEURING ROAD
DE PERE, WI 54115

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05/09/2013, 201
05/09/2013, 201

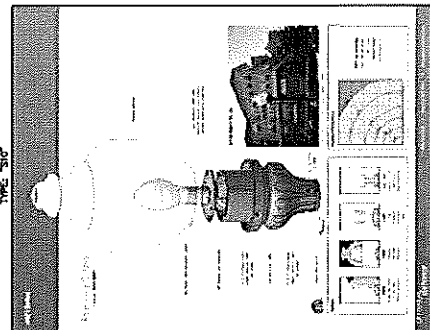
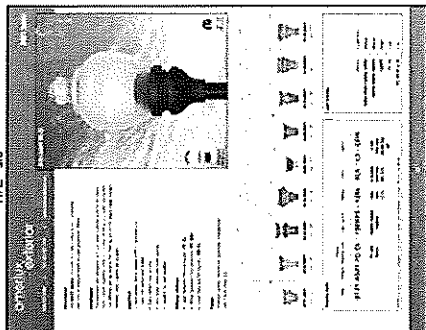
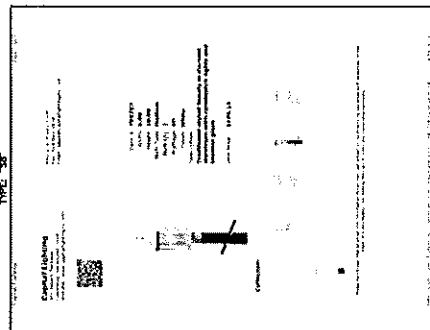
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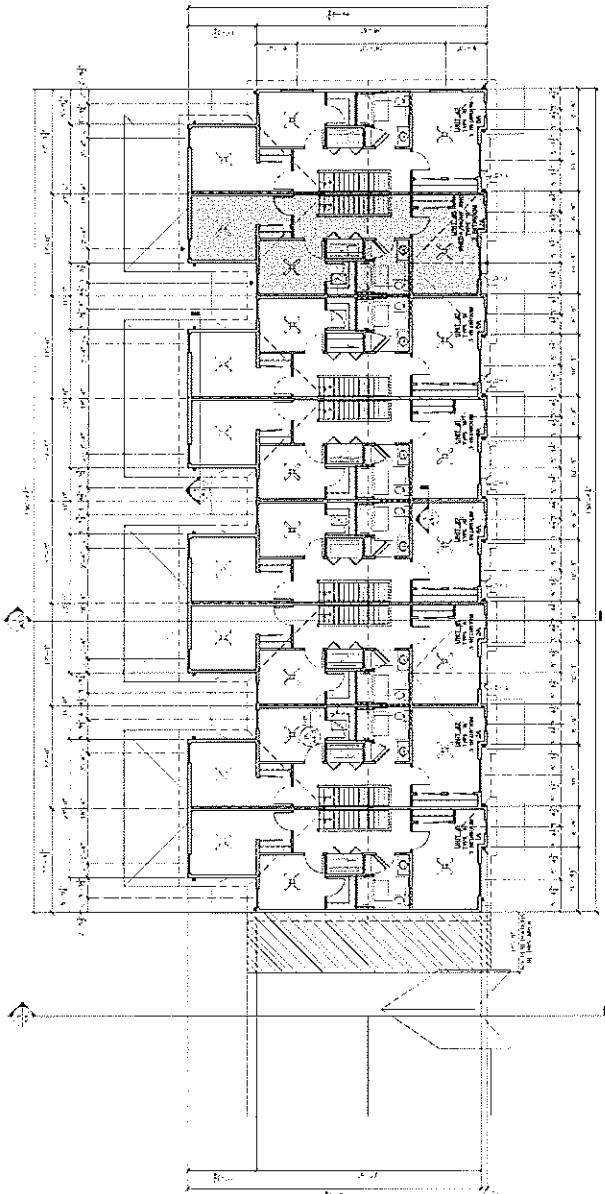
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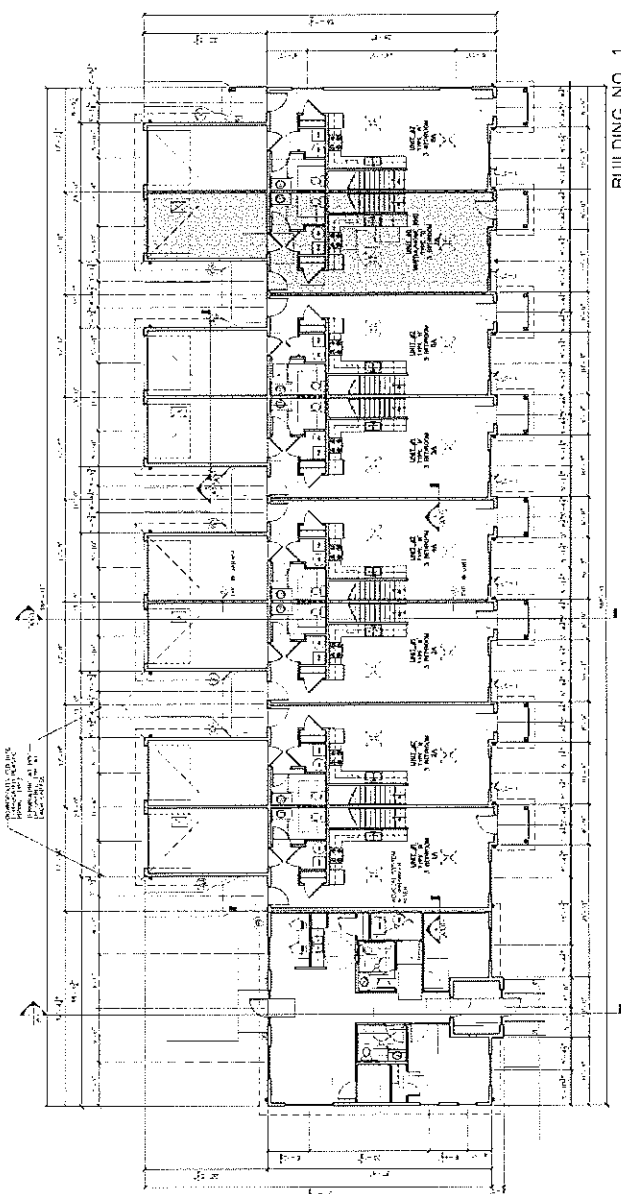
PHOTOMETRIC SITE PLAN

LUMINAIRE SCHEDULE									
Symbol	Code	Qty	Manufacturer	Model	Beam Angle	Height	Watts	Foot Candles	Notes
○	1	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	2	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
STATISTICS									
Symbol	Code	Qty	Manufacturer	Model	Beam Angle	Height	Watts	Foot Candles	Notes
○	1	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	2	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	3	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	4	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	5	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	6	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	7	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	8	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	9	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	10	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	11	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	12	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	13	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	14	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	15	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	16	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	17	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
○	18	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area
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○	20	1	OSRAM	PROFIBRIGHT	120°	10'	150	1.5	10' x 10' Area

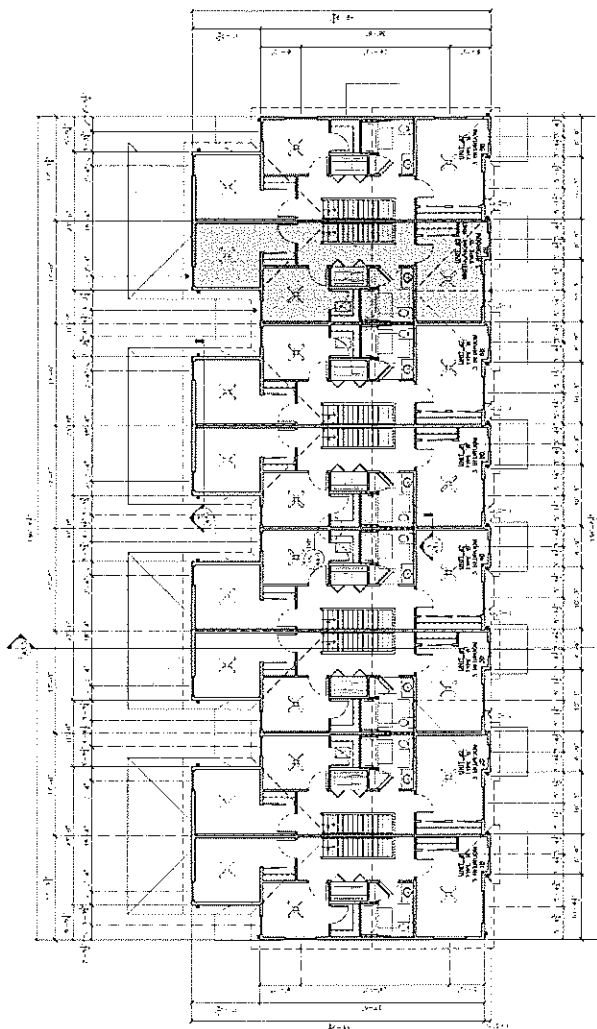




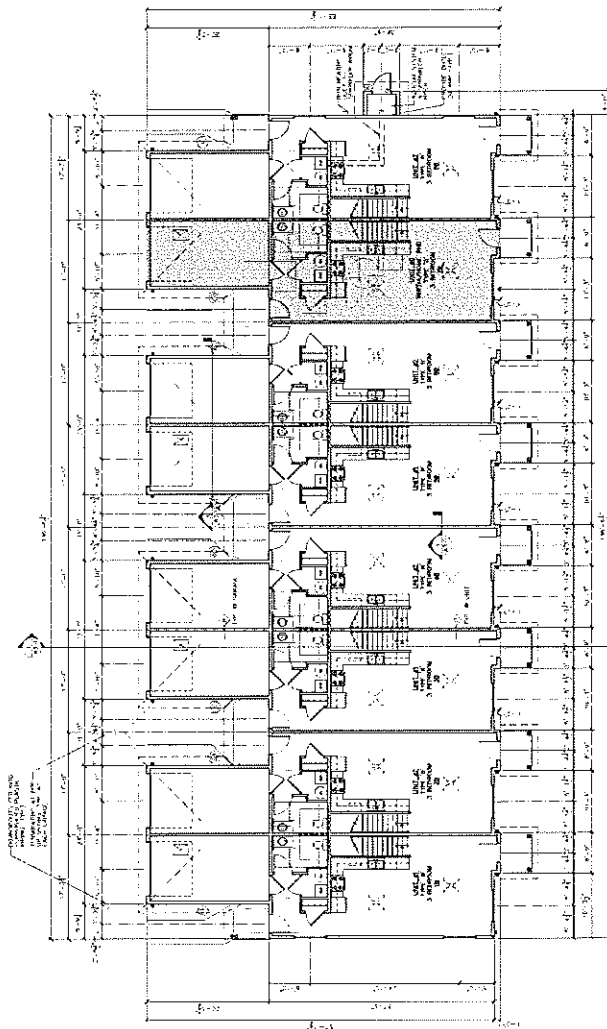
BUILDING NO. 1
SECOND FLOOR PLAN
SCALE: 1" = 1'-0"



BUILDING NO. 1
FIRST FLOOR PLAN
SCALE: 1" = 1'-0"



**BUILDING NO. 2
SECOND FLOOR PLAN**



BUILDING NO. 2
FIRST FLOOR PLAN



FLOOR PLAN NOTES:

- **ENTRANCE:** 1. WIDE OPEN SPACE - ALL VISIBILITY
- **RECEPTION:** 1. RECEPTION AREA - ALL VISIBILITY
- **OFFICE:** 1. OFFICE AREA - ALL VISIBILITY
- **MEETING:** 1. MEETING AREA - ALL VISIBILITY
- **RESTROOM:** 1. RESTROOM AREA - ALL VISIBILITY
- **STORAGE:** 1. STORAGE AREA - ALL VISIBILITY
- **EXIT:** 1. EXIT AREA - ALL VISIBILITY
- **STAIRS:** 1. STAIRS AREA - ALL VISIBILITY
- **ELEVATOR:** 1. ELEVATOR AREA - ALL VISIBILITY
- **LOBBY:** 1. LOBBY AREA - ALL VISIBILITY
- **CONFERENCE:** 1. CONFERENCE AREA - ALL VISIBILITY
- **TRAINING:** 1. TRAINING AREA - ALL VISIBILITY
- **WORKSPACE:** 1. WORKSPACE AREA - ALL VISIBILITY
- **RECEPTION:** 1. RECEPTION AREA - ALL VISIBILITY
- **OFFICE:** 1. OFFICE AREA - ALL VISIBILITY
- **MEETING:** 1. MEETING AREA - ALL VISIBILITY
- **RESTROOM:** 1. RESTROOM AREA - ALL VISIBILITY
- **STORAGE:** 1. STORAGE AREA - ALL VISIBILITY
- **EXIT:** 1. EXIT AREA - ALL VISIBILITY
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- **ELEVATOR:** 1. ELEVATOR AREA - ALL VISIBILITY
- **LOBBY:** 1. LOBBY AREA - ALL VISIBILITY
- **CONFERENCE:** 1. CONFERENCE AREA - ALL VISIBILITY
- **TRAINING:** 1. TRAINING AREA - ALL VISIBILITY
- **WORKSPACE:** 1. WORKSPACE AREA - ALL VISIBILITY



OWNER:
ALLIANCE DEVELOPMENT
200 OHIO STREET
OSHKOSH, WI 54902

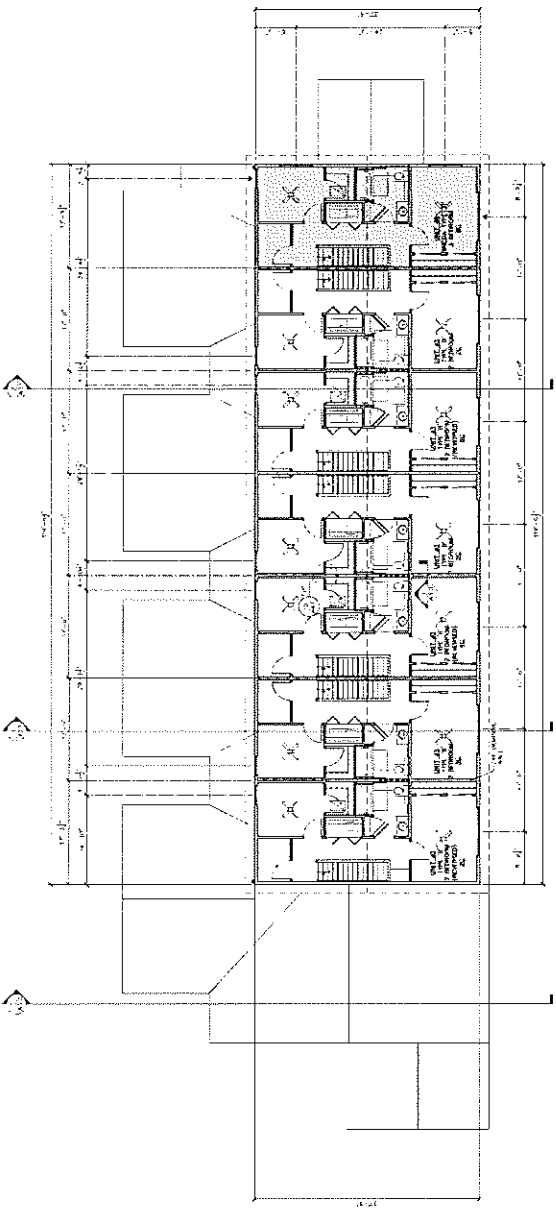
PROJECT:
NICOLET TOWNHOMES
SCHEURING ROAD
DE PERE, WI

SHEET ISSU
OCTOBER 12, 2011
ALL INFORMATION IS
FOR INFORMATION ONLY
AND NOT FOR CONSTRUCTION

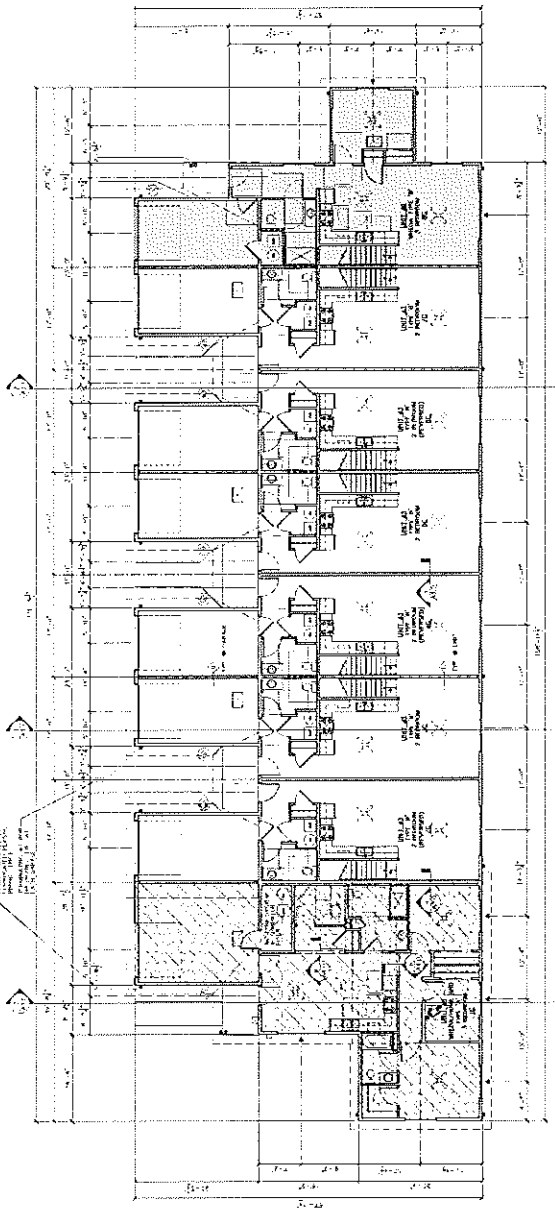
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CHECKED
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JOHN NUMBER
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BUILDING NO. 3
SECOND FLOOR PLAN

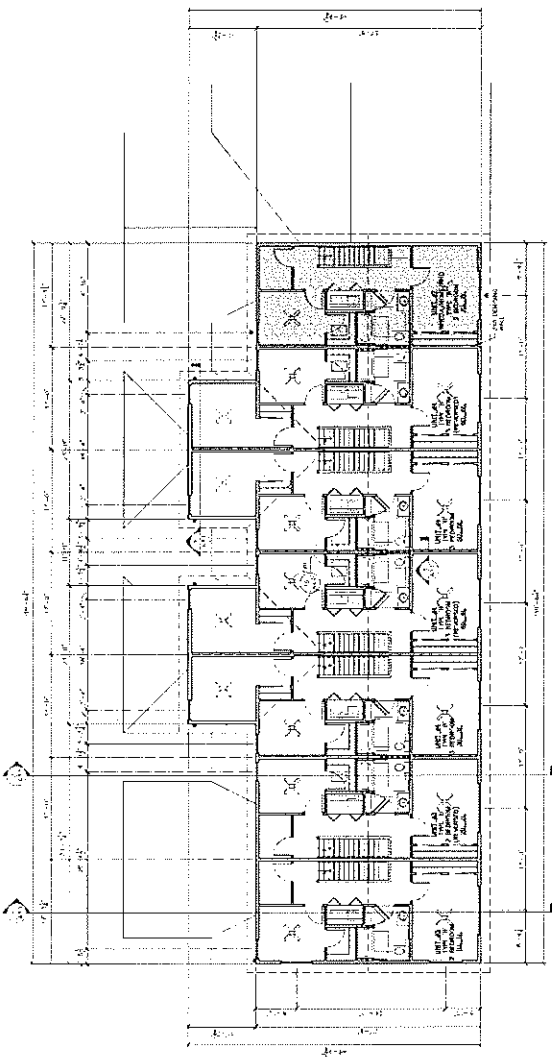


BUILDING NO. 3
FIRST FLOOR PLAN



FLOOR PLAN NOTES

1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE WALL OR TO THE FACE OF THE WALL, UNLESS OTHERWISE NOTED.
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10. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE WALL OR TO THE FACE OF THE WALL, UNLESS OTHERWISE NOTED.



**BUILDING NO. 4 & NO. 5
SECOND FLOOR PLAN**

FLOOR PLAN NOTES

1. ALL DIMENSIONS SHOWN ARE IN FEET AND INCHES.	2. ALL DIMENSIONS SHOWN ARE IN FEET AND INCHES.
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99. ALL DIMENSIONS SHOWN ARE IN FEET AND INCHES.	100. ALL DIMENSIONS SHOWN ARE IN FEET AND INCHES.

EXCEL
ENGINEERING
INCORPORATED
10000 WISCONSIN AVENUE
SUITE 100
MILWAUKEE, WI 53222
TEL: 414.224.1100
FAX: 414.224.1101
WWW.EXCEL-ENGINEERING.COM

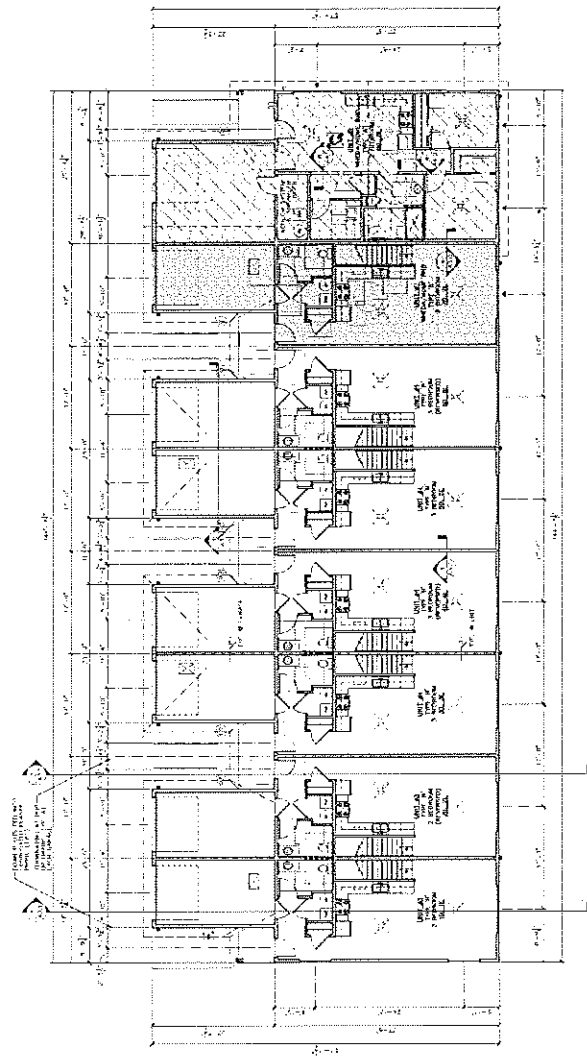
Alliance
A
220 OHIO STREET
OSHKOSH, WI 54022

OWNER:
ALLIANCE DEVELOPMENT
220 OHIO STREET
OSHKOSH, WI 54022

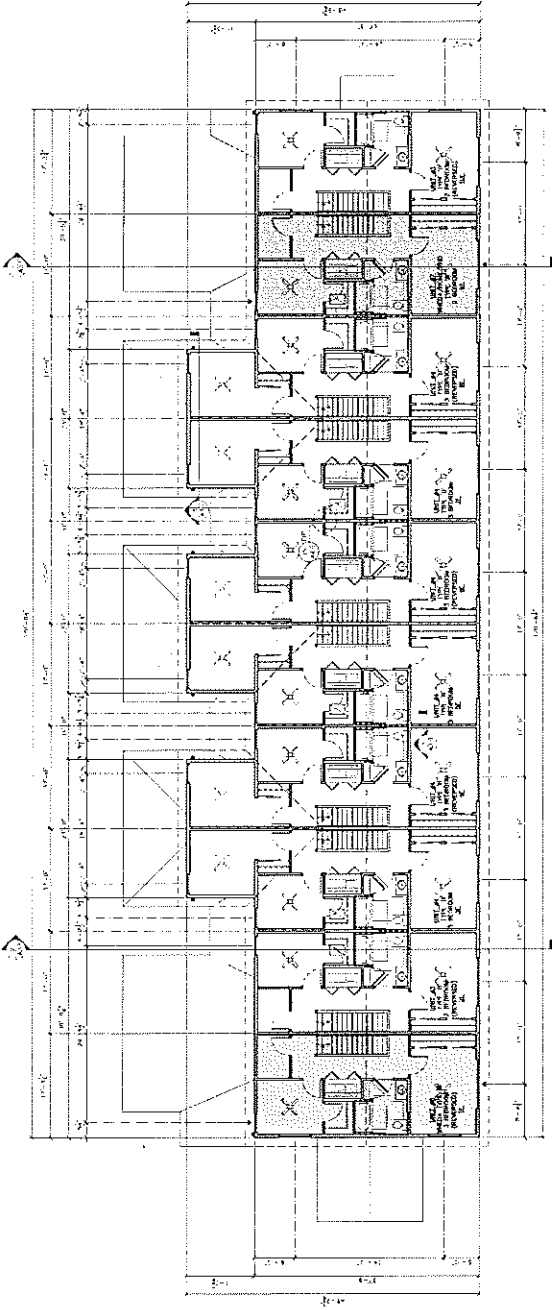
PROJECT:
NICOLET TOWNHOMES
SCHEURING ROAD
DE PERE, WI
SHEET ISSUED:
OCTOBER 2, 2011
BY: [Signature]
CHECKED BY: [Signature]
DESIGNED BY: [Signature]

DATE: 10/2/2011
PROJECT: NICOLET TOWNHOMES
SHEET: 1210610
SCALE: 1/8" = 1'-0"

**BUILDING NO. 4 & NO. 5
FIRST FLOOR PLAN**



**BUILDING NO. 4 & NO. 5
FIRST FLOOR PLAN**



BUILDING NO. 6
SECOND FLOOR PLAN

FLOOR PLAN NOTES

1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE WALL OR THE CENTERLINE OF THE CURB.
3. ALL DIMENSIONS ARE TO THE EXTERIOR FACE OF THE WALL OR THE EXTERIOR FACE OF THE CURB.
4. ALL DIMENSIONS ARE TO THE EXTERIOR FACE OF THE WALL OR THE EXTERIOR FACE OF THE CURB.
5. ALL DIMENSIONS ARE TO THE EXTERIOR FACE OF THE WALL OR THE EXTERIOR FACE OF THE CURB.
6. ALL DIMENSIONS ARE TO THE EXTERIOR FACE OF THE WALL OR THE EXTERIOR FACE OF THE CURB.
7. ALL DIMENSIONS ARE TO THE EXTERIOR FACE OF THE WALL OR THE EXTERIOR FACE OF THE CURB.
8. ALL DIMENSIONS ARE TO THE EXTERIOR FACE OF THE WALL OR THE EXTERIOR FACE OF THE CURB.
9. ALL DIMENSIONS ARE TO THE EXTERIOR FACE OF THE WALL OR THE EXTERIOR FACE OF THE CURB.
10. ALL DIMENSIONS ARE TO THE EXTERIOR FACE OF THE WALL OR THE EXTERIOR FACE OF THE CURB.

EXCEL
ENGINEERING

1000 MARKET STREET
SUITE 200
PHILADELPHIA, PA 19107
TEL: 215-581-1234
FAX: 215-581-1235

Alliance

200 OHIO STREET
OSHKOSH, WI 54902

OWNER:
ALLIANCE DEVELOPMENT
200 OHIO STREET
OSHKOSH, WI 54902

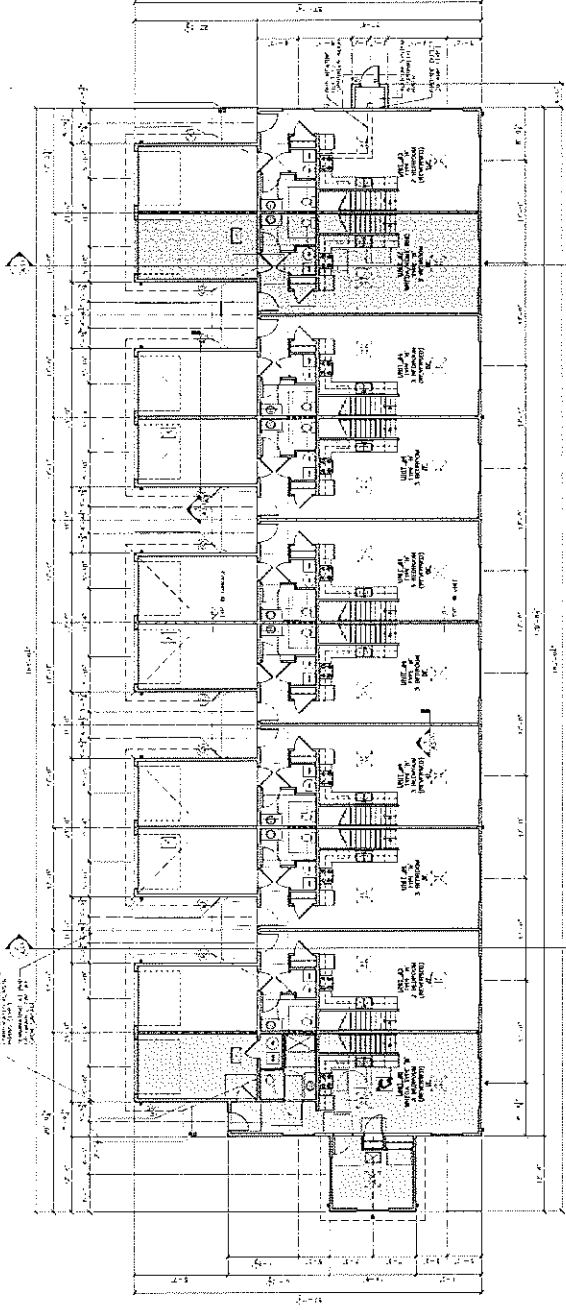
PROJECT:
NICOLET TOWNHOMES
DE PERE, WI

SHEET ISSU:
OCTOBER 2, 2011
ALL DIMENSIONS ARE TO THE CENTERLINE OF THE WALL OR THE CENTERLINE OF THE CURB.

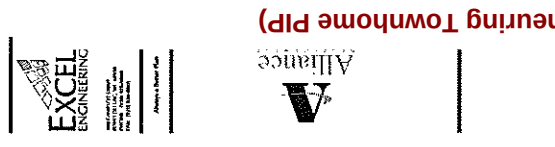
REVISIONS:

NO. 1	DATE	DESCRIPTION
1	10/2/2011	ISSUED FOR PERMIT

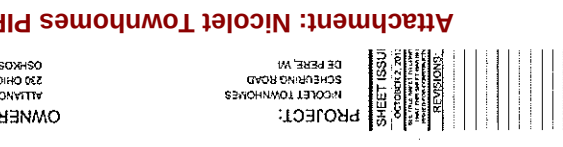
JOB NUMBER: 1219610
SHEET: A1.1E



BUILDING NO. 6
FIRST FLOOR PLAN

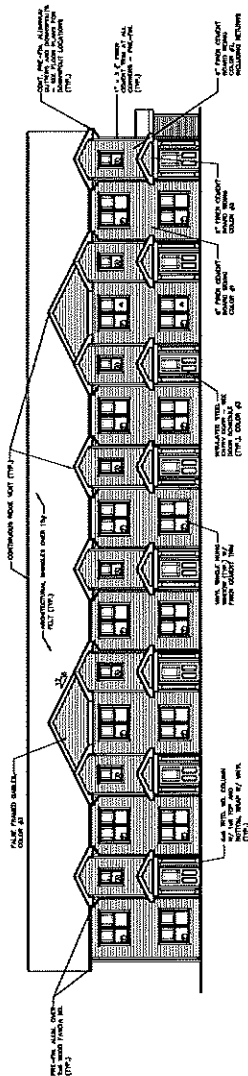


503
02
OPMENT

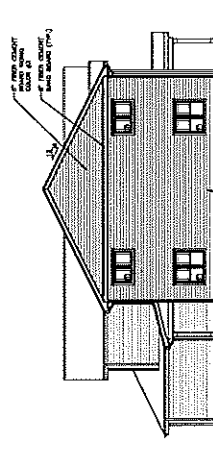
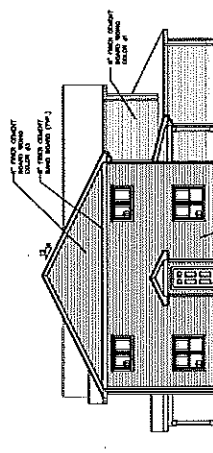
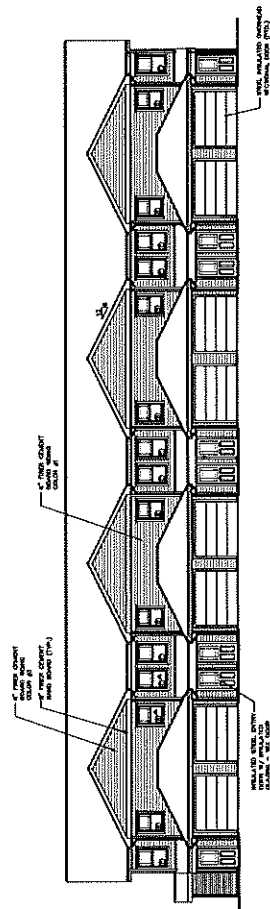


NEWDTG
SHEET
1210510

OWNER:
ALLANCE DEVELOPMENT
230 OHIO STREET
OSHKOSH, WI 54902

[illegible][illegible][illegible]

BLDG. NO. 2
FRONT ELEVATION

BLDG. NO. 2
LEFT SIDE ELEVATIONBLDG. NO. 2
RIGHT SIDE ELEVATIONBLDG. NO. 2
REAR ELEVATION



Non-Confidential
 Please call LSC on 1-800-
 4-ONCE, during business
 hours, using toll-free



OWNER:
NICOLET TOWNHOMES, LLC
230 OHIO STREET
OSHKOSH, WI 54902

PROJECT:
NICOLET TOWNHOMES
1400 BLOCK SCHERING ROAD
DE PERE, WI 54115

SHEET ISSUE

OCTOBER 7, 2013

[illegible]

(S07) (S08)

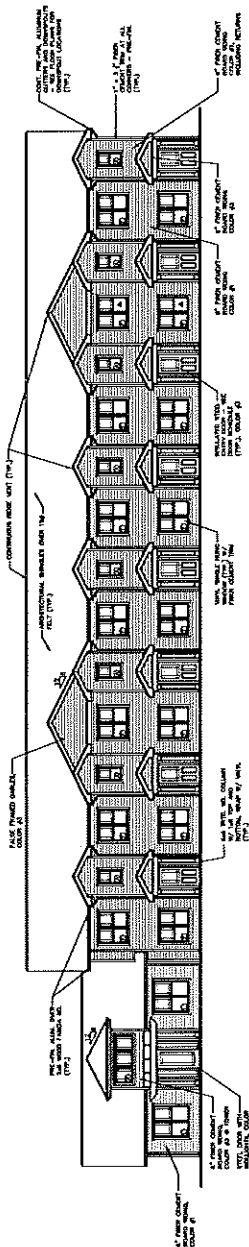
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Abstract

1215010

137MS

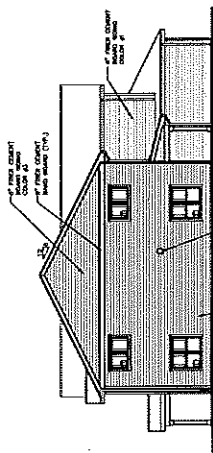
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UNIT	DESCRIPTION	WIND. SCHED.	UNIT	DESCRIPTION	WIND. SCHED.
101	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	101	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
102	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	102	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
103	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	103	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
104	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	104	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
105	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	105	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
106	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	106	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
107	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	107	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
108	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	108	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
109	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	109	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
110	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	110	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
111	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	111	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
112	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	112	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
113	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	113	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
114	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	114	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
115	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	115	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
116	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	116	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
117	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	117	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
118	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	118	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
119	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	119	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"
120	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"	120	WIND. WEST FLARE WINDOW	3'-0" x 1'-0"

[illegible][illegible]

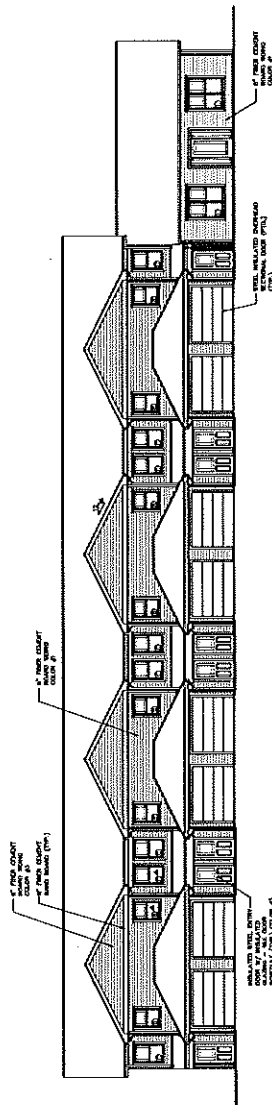
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FRONT ELEVATION
Scale 1/8" = 1'-0"

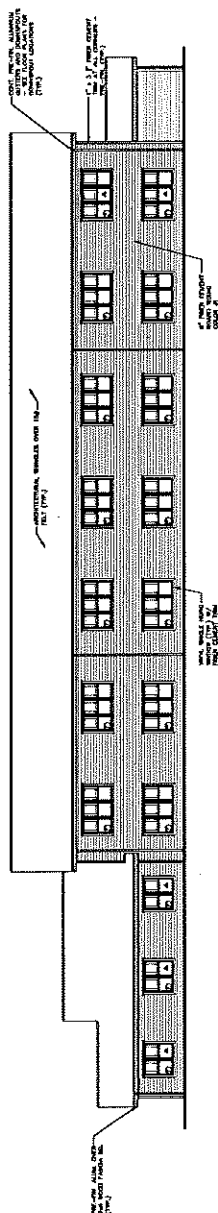


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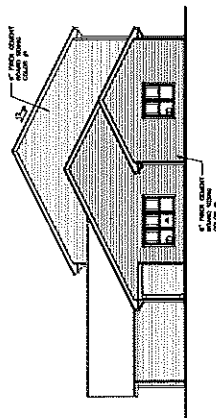


BLDG. NO. 1
RIGHT SIDE ELEVATION

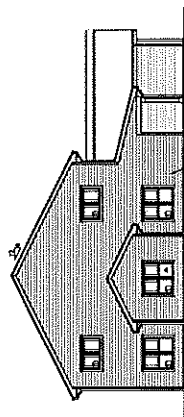
BLDG. NO. 1
REAR ELEVATION



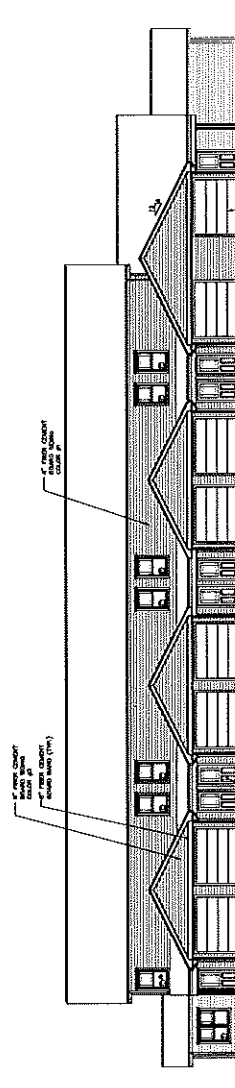
BLDG. NO. 3
REAR ELEVATION



BLDG. NO. 3
RIGHT SIDE ELEVATION



BLDG. NO. 3
LEFT SIDE ELEVATION
SCALE 1/8" = 1'-0"

[illegible][illegible]

BLDG. NO. 3
FRONT ELEVATION



Address a Business Plan



OWNER:
NICOLET TOWNHOMES, LLC
230 OHIO STREET
OSHKOSH, WI 54902

PROJECT:
NICOLET TOWNHOMES
1400 BLOCK SCHEURING ROAD
DE PERE, WI 54115

HEET ISSUE

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REVISIONS:

1111

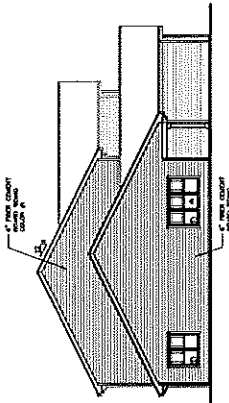
OB NUMBER:

1215010
SHEET

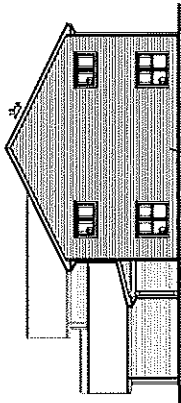
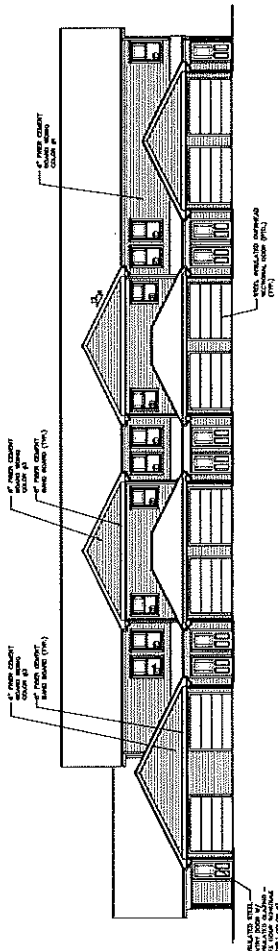
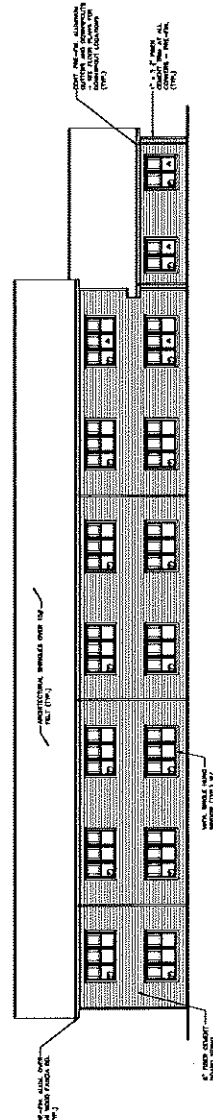
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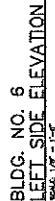
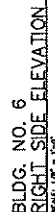
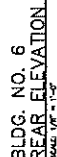
THESE THINGS ARE NOT THE ONLY THINGS THAT HAVE BEEN DISCOVERED BY THE FBI. THE FBI HAS ALSO DISCOVERED THAT THE SUBJECTS OF THIS CASE HAVE BEEN IN CONTACT WITH OTHER INDIVIDUALS WHO ARE ALSO BEING INVESTIGATED BY THE FBI. THE FBI IS CURRENTLY ATTEMPTING TO LOCATE THESE INDIVIDUALS AND DETERMINE IF THEY ARE ALSO INVOLVED IN THE SAME TYPE OF ACTIVITY AS THE SUBJECTS OF THIS CASE.

BLDG. NO. 4 & NO. 5
LEFT SIDE ELEVATION



BLDG. NO. 4 & NO. 5
RIGHT SIDE ELEVATION

BLDG. NO. 4 & NO. 5
FRONT ELEVATIONBLDG. NO. 4 & NO. 5
REAR ELEVATION

[illegible]

COLOR CHART

REMARKS: 1) FIELD ENGINEER'S REPORT
2) NAME MISSING
3) ADDRESS COLOR MISSING

CHART TO BE USED

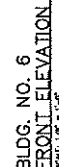
- 4" CHARTS HAVE MOVED
- UNDER AND OVER THE
- BUREAU REPORT
- REPORT, FIELD & BUREAU

PROJECT:

REVISIONS:

1215610
SHS:ET

A2.0E



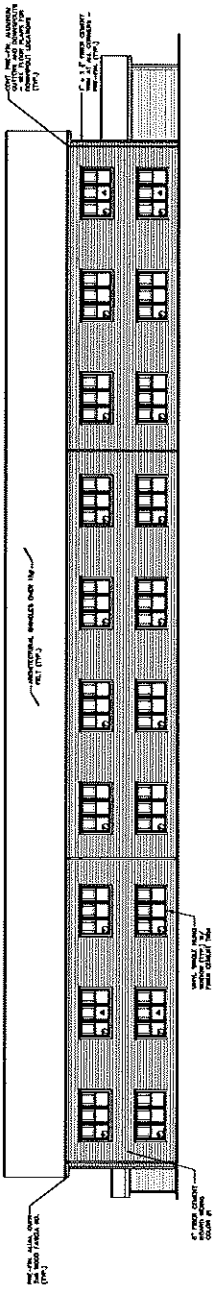


OWNER:
NICOLET TOWNHOMES, LLC
220 OHIO STREET
OSHKOSH, WI 54902

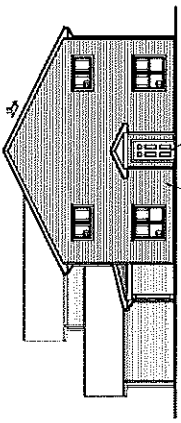
PROJECT:
NICOLET TOWNHOMES
1400 BLOCK SCHEURING ROAD
DE PERE, WI 54115

SHEET ISSU
OCTOBER 2, 2017
NO. 1503 : SCHEURING TOWNHOMES PIP
REVISIONS:

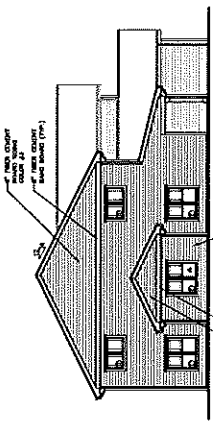
PROJECT NUMBER: 1215610
SHEET
A2.0F



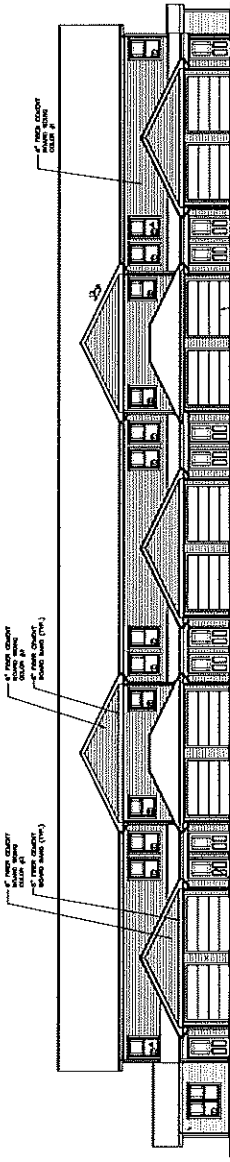
BLDG. NO. 7
REAR ELEVATION
SCALE: 1/8" = 1'-0"



BLDG. NO. 7
RIGHT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



BLDG. NO. 7
LEFT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



BLDG. NO. 7
FRONT ELEVATION
SCALE: 1/8" = 1'-0"

WINDOW SCHEDULE - TYP. APARTMENT			
NO.	TYPE	SIZE	FINISH
1	W1	6'-0" x 4'-0"	W1
2	W2	6'-0" x 4'-0"	W2
3	W3	6'-0" x 4'-0"	W3
4	W4	6'-0" x 4'-0"	W4
5	W5	6'-0" x 4'-0"	W5
6	W6	6'-0" x 4'-0"	W6
7	W7	6'-0" x 4'-0"	W7
8	W8	6'-0" x 4'-0"	W8
9	W9	6'-0" x 4'-0"	W9
10	W10	6'-0" x 4'-0"	W10
11	W11	6'-0" x 4'-0"	W11
12	W12	6'-0" x 4'-0"	W12
13	W13	6'-0" x 4'-0"	W13
14	W14	6'-0" x 4'-0"	W14
15	W15	6'-0" x 4'-0"	W15
16	W16	6'-0" x 4'-0"	W16
17	W17	6'-0" x 4'-0"	W17
18	W18	6'-0" x 4'-0"	W18
19	W19	6'-0" x 4'-0"	W19
20	W20	6'-0" x 4'-0"	W20
21	W21	6'-0" x 4'-0"	W21
22	W22	6'-0" x 4'-0"	W22
23	W23	6'-0" x 4'-0"	W23
24	W24	6'-0" x 4'-0"	W24
25	W25	6'-0" x 4'-0"	W25
26	W26	6'-0" x 4'-0"	W26
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28	W28	6'-0" x 4'-0"	W28
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31	W31	6'-0" x 4'-0"	W31
32	W32	6'-0" x 4'-0"	W32
33	W33	6'-0" x 4'-0"	W33
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35	W35	6'-0" x 4'-0"	W35
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40	W40	6'-0" x 4'-0"	W40
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42	W42	6'-0" x 4'-0"	W42
43	W43	6'-0" x 4'-0"	W43
44	W44	6'-0" x 4'-0"	W44
45	W45	6'-0" x 4'-0"	W45
46	W46	6'-0" x 4'-0"	W46
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81	W81	6'-0" x 4'-0"	W81
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94	W94	6'-0" x 4'-0"	W94
95	W95	6'-0" x 4'-0"	W95
96	W96	6'-0" x 4'-0"	W96
97	W97	6'-0" x 4'-0"	W97
98	W98	6'-0" x 4'-0"	W98
99	W99	6'-0" x 4'-0"	W99
100	W100	6'-0" x 4'-0"	W100

COLOR CHART	
1	WHITE
2	BLACK
3	GRAY
4	BROWN
5	RED
6	BLUE
7	GREEN
8	PURPLE
9	PINK
10	YELLOW
11	CYAN
12	MAGENTA
13	TEAL
14	NAVY
15	SLATE
16	CHARCOAL
17	IRON ORE
18	SLATE
19	SLATE
20	SLATE
21	SLATE
22	SLATE
23	SLATE
24	SLATE
25	SLATE
26	SLATE
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31	SLATE
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96	SLATE
97	SLATE
98	SLATE
99	SLATE
100	SLATE

City of De Pere, Wisconsin

**Request For Plan Commission Action**

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the CSM Application for a 3 lot CSM for parcel WD-D0021 (Scheuring Rd). Applicant: Nicolet Townhomes.

Excel Engineering Group has submitted an application for a three lot CSM related to the Precise Implementation Plan, which is also on the agenda. Lot 1 is 1.219 acres, lot 2 is 5.41 acres, and lot 3 is .607 acres. Lot 1 and lot 3 have been identified for future commercial development. Lot 2 will be used for the planned townhome development project. All three lots have road access from a private road which services the entire development.

Recommendation:

City staff would recommend approval of the CSM subject to the following conditions: meeting all other state and local regulations.

ATTACHMENTS:

- Scheuring_CSM (PDF)



CITY OF DE PERE

APPLICATION FOR
CSM REVIEW

Fee: \$ 300.00

Receipt #: _____

Date: _____

Please print or type using black ink for duplicating purposes.

A. Property Owner: Name: Nicolet Townhomes, LLC (attn: Andy Dumke)
 Mailing Address: 230 Ohio Street, Oshkosh, WI 54902
 Phone: 920-230-3628 Fax #: _____
 Email: andy@alliancedevelopment.biz

I hereby appoint the following as my agent for purposes of this application:

7.a

Agent: Name: _____
 Mailing Address: _____
 Phone: _____ Fax #: _____
 Email: _____

B. Property Information

Address/Location of Property: 1400 Block Scheuring Road

Parcel #: WD-D0021 (1913478)

NOTE: 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.

A CSM Review is requested as authorized by the De Pere Municipal Code, Chapter 46.

 Owner Signature

10-9-13
 Date

 Agent Signature

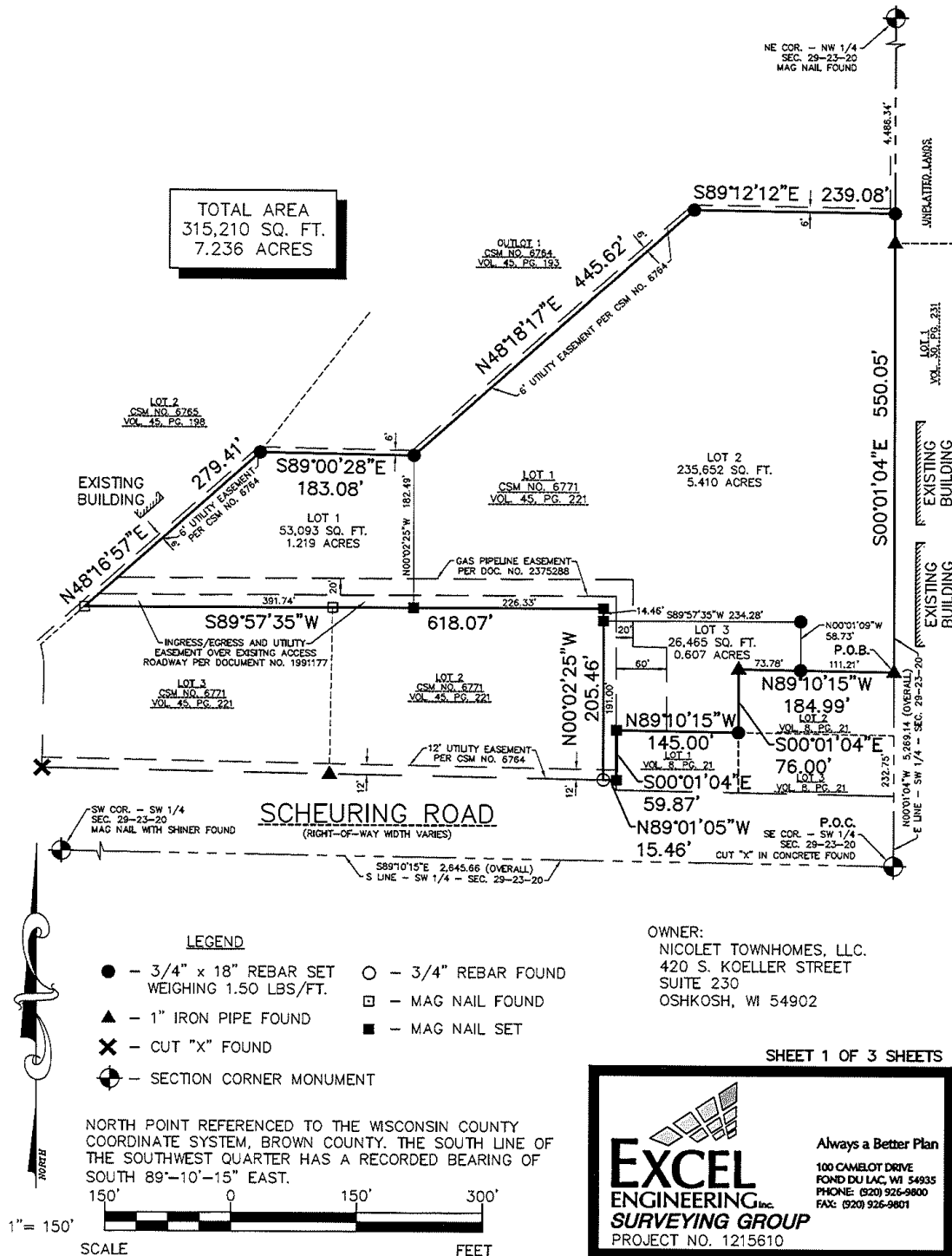
 Date

CERTIFIED SURVEY MAP

FOR

NICOLET TOWNHOMES, LLC.

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 6771, VOLUME 45, PAGE 221, BEING A PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, SECTION 29, TOWNSHIP 23 NORTH, RANGE 20 EAST, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.



CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 6771,
VOLUME 45, PAGE 221, BEING A PART OF THE SOUTHEAST 1/4 OF THE
SOUTHWEST 1/4 OF SECTION 29, TOWNSHIP 23 NORTH, RANGE 20 EAST,
CITY OF DE PERE, BROWN COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a parcel of land described below.

That I have made such Certified Survey under the direction of Nicolet Townhomes, LLC.,
bounded and described as follows:

A re-division of Lot 1 of Certified Survey Map No. 6771, recorded in Volume 45, Page 221 as
Document No. 1991175 in the Brown County Register of Deeds Office, being a part of the Southeast 1/4
of the Southwest 1/4, Section 29, Township 23 North, Range 20 East, in the City of De Pere, Brown
County, Wisconsin, being more particularly described as follows:

Commencing at the Southeast corner of the Southwest Quarter of said Section 29; thence North
00°-01'-04" West along the East line of the Southwest 1/4 of said Section 29, a distance of 232.75 feet to
a Southeast corner of said Lot 1 and the point of beginning; thence North 89°-10'-15" West along a
Southerly line of said Lot 1, a distance of 184.99 feet to a Southeast corner of said Lot 1; thence South
00°-01'-04" East along an Easterly line of said Lot 1, a distance of 76.00 feet to a Southeast corner of
said Lot 1; thence North 89°-10'-15" West along a Southerly line of said Lot 1, a distance of 145.00 feet
to a Southeast corner of said Lot 1; thence South 00°-01'-04" East along an Easterly line of said Lot 1, a
distance of 59.87 feet to the Northerly right-of-way line of Scheuring Road; thence North 89°-01'-05"
West along said Northerly line, a distance of 15.46 feet to a Southwest corner of said Lot 1; thence North
00°-02'-25" West along a Westerly line of said Lot 1, a distance of 205.46 feet to a Southwest corner of
said Lot 1; thence South 89°-57'-35" West along a Southerly line of said Lot 1, a distance of 618.07 feet
to a Southwest corner of said Lot 1; thence North 48°-16'-57" East along a Northwesterly line of said Lot
1, a distance of 279.41 feet to a Northwest corner of said Lot 1; thence South 89°-00'-28" East along a
Northerly line of said Lot 1, a distance of 183.08 feet to a North corner of said Lot 1; thence North 48°-
18'-17" East along a Northwesterly line of said Lot 1, a distance of 445.62 feet to a North corner of said
Lot 1; thence South 89°-12'-12" East along a Northerly line of said Lot 1, a distance of 239.08 feet to the
Northeast corner of said Lot 1; thence South 00°-01'-04" East along the East line of said Lot 1, a
distance of 550.05 feet to the point of beginning and containing 7.236 acres (315,210 Sq. Ft.) of land
more or less and being subject to all easements and restrictions of record.

That such is a correct representation of all the exterior boundaries of the land surveyed and the
subdivision thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and
the Subdivision Ordinance of The City of De Pere in surveying, dividing, and mapping the same.

Ryan Wilgreen, P.L.S. No. S-2647
ryan.w@excelengineer.com
Excel Engineering, Inc.
Fond du Lac, Wisconsin 54935
Project Number: 1215610

CERTIFIED SURVEY MAP NO. _____

A REDIVISION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 6771,
VOLUME 45, PAGE 221, BEING A PART OF THE SOUTHEAST 1/4 OF THE
SOUTHWEST 1/4 OF SECTION 29, TOWNSHIP 23 NORTH, RANGE 20 EAST,
CITY OF DE PERE, BROWN COUNTY, WISCONSIN.

OWNER'S CERTIFICATE-LLC

Nicolet Townhomes, LLC., a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as Owner does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, and mapped as represented on this plat.

Nicolet Townhomes, LLC., does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

1. City of De Pere

WITNESS the hand and seal of said owners this _____ day of _____, 2013.

IN PRESENCE OF:

Nicolet Townhomes, LLC.

Witness

_____, Member

STATE OF _____)
_____ COUNTY)SS

Personally came before me this _____ day of _____, 2013, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, ____

My Commission Expires: _____

PLAN COMMISSION APPROVAL

RESOLVED that this certified survey map in the City of De Pere, Nicolet Townhomes, LLC., owner, is hereby approved by the Plan Commission of the City of De Pere.

Date _____

Approved _____

Ken Pabich, Director of Plan Commission

City of De Pere, Wisconsin

**Request For Plan Commission Action**

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the Site Plan Application for a 40,250 sq ft expansion at the Straubel Company, 1891 Commerce Dr. Applicant: Building Creations.

Overview

The Straubel Company is in the City's East Industrial Park and is located at 1891 Commerce Dr. The project is for a 40,250 sq ft expansion on the south side of the existing facility.

Public Works Review**Sanitary Sewer:**

1. Sanitary sewer service to be provided from the existing building.
2. Provide information on the additional wastewater that will be generated from the site.

Water Main:

1. Water service to be provided from the existing building.
2. Provide information on the additional water usage for the expansion.

Storm Water:

1. The City storm sewer will be designed for a 5-year rain event. Please provide the discharge to the City storm sewer showing that discharge will be restricted to this amount. Dry detention may be required on-site.
2. Storm water quality treatment is proposed from a regional City pond that is proposed for construction in 2014.
3. What is being done with the existing storm sewer under the proposed building?
4. The rip rap is to be placed flat with smaller stones placed between the voids of the larger stones. The Engineering Department shall be contacted upon completion of the work for final approval.
5. Place a ditch check at the entrance of the outlet pipe until the site is stabilized.
6. Provide a curb and gutter along the new employee parking lot on the north to capture storm water before discharging to City right-of-way.
7. Provide pavement grades just north of the center entrance.
8. Add inlet protection to the four City inlets.

Traffic/Vehicle Access:

1. The curb head shall be saw cut per the City standard for the southerly drive. The owner has the option to install this driveway apron in City right-of-way as concrete or asphalt because it will be removed in the future.
2. If the center driveway apron is disturbed in City right-of-way, it shall be reconstructed with concrete to the City standard.
3. Provide dimensions on the parking lot plan for the parking stalls and travel lane.

Other:

1. Show the right-of-way south of the cul de sac as existing since it will be dedicated as part of the CSM.
2. Modify the right-of-way to match the CSM on the south end of the parcel.
3. Add lot dimensions.
4. Add existing electric, gas, and telephone to the site plan.

Parks/Forestry Review

1. Additional coniferous trees shall be added along the new parking area that faces Commerce to break up the parking lot.
2. All planting, mulching, and staking should be in accordance with WDNR recommendations and current proper practices. The guidelines that are included on the Landscape Plan are outdated and incorrect.
3. All plant material and beds should have a follow-up schedule for maintenance and replacement.
4. A preservation and protection plan for existing vegetation and trees, including City owned trees and shrubs, should be included on plans when applicable.

Fire Review

1. Provide detailed plans for construction review; provide details of use for all areas of structure.
2. Separation of hazards/use may be required in accordance with NFPA Fire Code.
3. Provide exit/emergency lighting throughout the means of egress. Provide detailed egress information with travel distances and arrangements.
4. No smoking and floor loading signage may be required.
5. Provide fire extinguishers at 75' travel distance throughout facility towards exits.
6. Provide sprinkler system drawings with calcs and cut sheets for approval prior to installation. Show location for fire department connection on plans.
7. Install key box for fire department access.

Planning/Building Review

1. The two parcels will need to be combined.
2. Remove the sidewalk that extends into the ROW.
3. The prefinished metal panels shall have hidden fasteners.
4. Elevations:
 - a. West: Elevation is facing street and is using metal. The building is designed to match the existing design. With use of metal the Plan Commission must approve the use of material.
 - b. South: Elevation is using all metal since it is a planned expansion wall. Staff is recommending a 4 year window for the expansion to occur or the building will need to be brought into compliance with the code.
 - c. East: Elevation is facing trail and is using all metal. Plan Commission needs to approve the use of all metal.
5. Dimensions should be added to the parking stalls and aisles.

Recommendation

Staff recommends approval of the project with the items identified above being addressed.

ATTACHMENTS:

- STRAUBEL SITE SUBMITTAL (PDF)

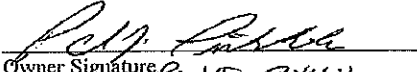
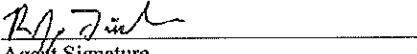
	CITY OF DE PERE APPLICATION FOR SITE PLAN REVIEW	Fee: \$ 245.00 Receipt #: _____ Date: <u>10.16.13</u>
---	--	--

Please print or type using black ink for duplicating purposes.

A. Property Owner: Name: <u>BCD Holdings, LLC</u> Mailing Address: <u>1891 Commerce Dr., De Pere, WI 54116</u> Phone: <u>920-336-1412 x 111</u> Email: <u>paulp@straubelcompany.com</u>	
I hereby appoint the following as my agent for purposes of this application:	
Agent:	Name: <u>Richard Fisher</u> Mailing Address: <u>215 Peterlynn Dr., Wrightstown, WI 54180</u> Phone: <u>920-532-9199</u> Email: <u>rfisher@fisherandassociatesllc.com</u>

B. Property Information	
Address/Location of Property: <u>1891 Commerce Dr, De Pere, WI</u> Parcel #: <u>ED-344-102-4</u>	
Parcel Dimension: _____	Parcel Area: <u>209,622 sq. ft. / 4.81 acres MOL</u>
Legal Description: <u>See Attached Exhibit A</u>	

A Site Plan Review is requested as authorized by the De Pere Zoning Code, Section(s): Article XIII, Section 14.60.


 Owner Signature: Paul S. Pirkkala

 Agent Signature: _____

10/15/13
 Date
10/15/13
 Date

A plan consisting of all applicable information listed on the attached shall be submitted with this application. An AutoCAD drawing matching the state approved plans must be submitted in Brown County Coordinates before permits can be issued.

BUILDING CODE ANALYSIS

ELECTRICAL

[illegible]

CONTACT TIM LEHRER

THE GREATEST HGT. FROM GRADE TO TOP OF WALL IS 24'-0"
ALLOWABLE HEIGHT PER TABLE 503 IS 30'

NUMBER OF STORIES	(1)
THIS BUILDING HAS ONE FLOOR LEVEL.	

TS

IT SHALL BE THE RESPONSIBILITY OF THE OWNER TO
INSTALL (WHERE SHOWN HEREON), BARRIER FREE PARKING
SIGNS IN CONFORMITY TO MICHIGAN ADMINISTRATIVE
CODE, TRANS #200.07

Figure 1 consists of two detailed drawings of a parking sign. Drawing (a) is a side view showing a rectangular sign with a height of 12 inches and a width of 12 inches. It has a 1/2-inch thickness. A 2-inch diameter hole is located at the top center for a sign post. A 2-inch diameter hole is located at the bottom center for a sign post. A 2-inch diameter hole is located at the bottom center for a sign post. Drawing (b) is a front view showing a rectangular sign with a height of 12 inches and a width of 12 inches. It has a 1/2-inch thickness. A 2-inch diameter hole is located at the top center for a sign post. A 2-inch diameter hole is located at the bottom center for a sign post. A 2-inch diameter hole is located at the bottom center for a sign post.

Diagram of a single door with a lock and handle. The door is 36" high and 20" wide. The lock is 18" high and 12" wide. The handle is 12" high and 12" wide. The door is labeled "ACCESSIBLE DOOR".

Diagram illustrating a ramp with a level landing. The ramp is labeled "SURFACE OF RAMP" and has a horizontal projection of 40 feet. The level landing is labeled "LEVEL LANDING" and has a horizontal projection of 30 feet. The total horizontal projection is 70 feet. The slope is 1 1/2 to 1 1/8.

SLOPE	IN.	THICKNESS OF RAMP	HORIZONTAL PROJECTION
1 1/2 to 1 1/8	30	40	70

[illegible]

PROJECT:
PROPOSED ADDITION FOR
STRAUBEL COMPANY
1891 COMMERCE DRIVE
DE PERE

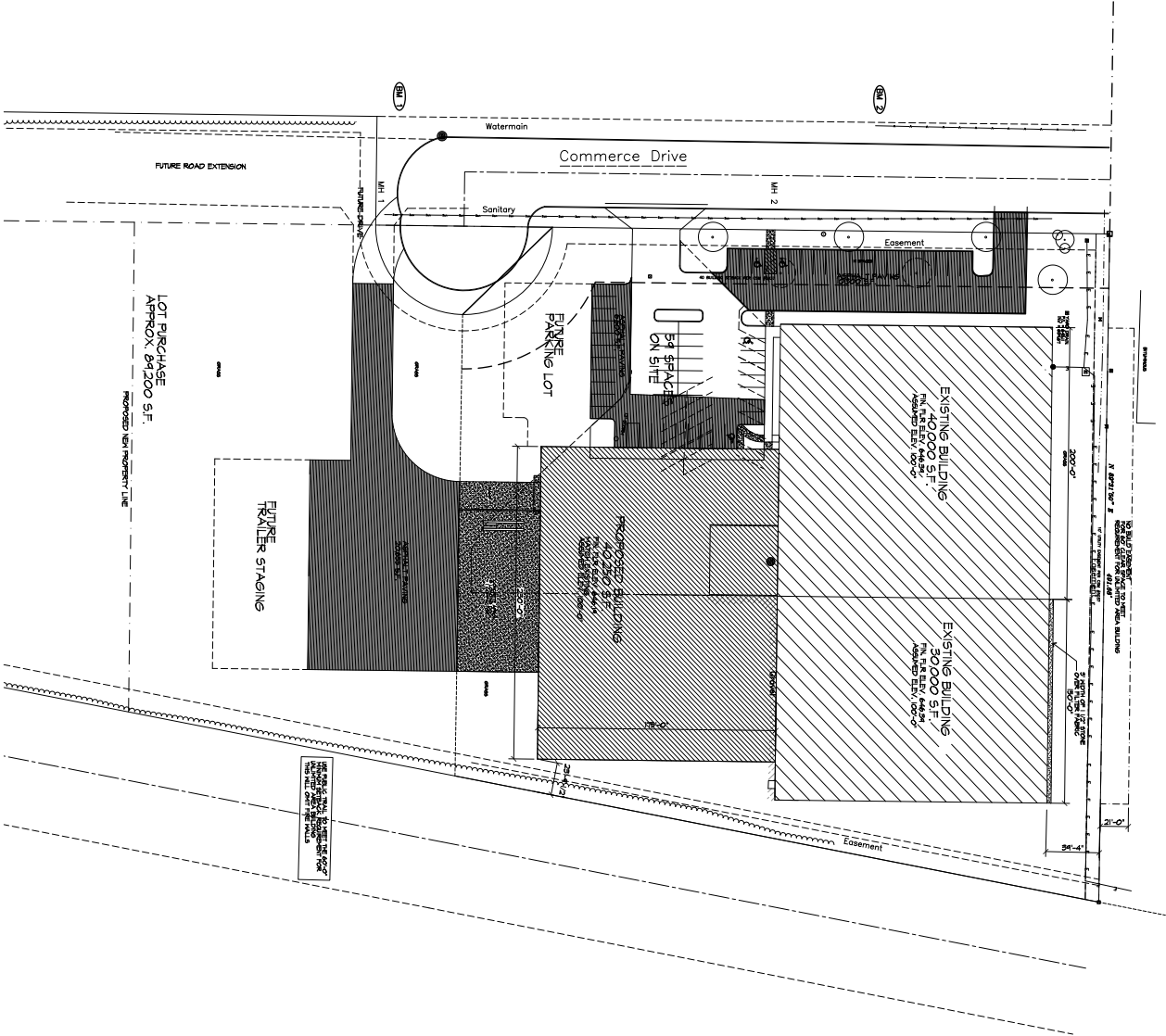
FISHER & ASSOCIATES, LLC
Architects / Planners
25 PETERLIN DRIVE WRIGHTSTOWN, NJ 08890
Ph: (609) 552-4111 Fax: (609) 552-4114
rfisher@fisherandassociatesllc.com



Building Creations, LLC
Design / Build and General Contractor
W 3326 Schroeder Road
Appleton, WI 54913
Ph. (920) 882-5541

REVISIONS:

REVISIONS:



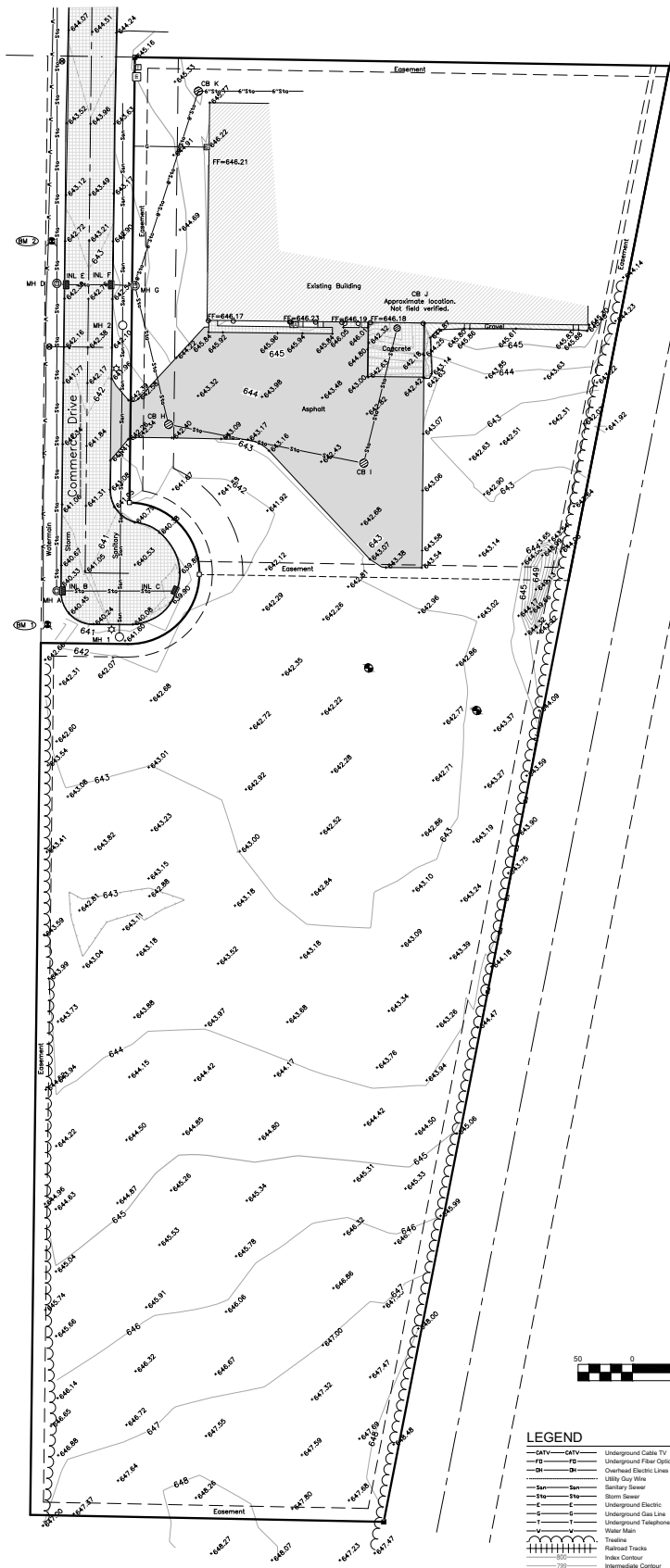
ZONING REQUIREMENTS

ZONING DISTRICT: L-2 INDUSTRIAL
 SETBACKS: 40'-0" FRONT AND 9'-0" REAR
 SIDE SETBACKS: 10'-0" (MINIMUM)
 OFF-STREET PARKING REQUIREMENTS:
 ONE SPACE PER 100 S.F. OF GROUND COVER
 THE CURRENT STANDARD SHEET - 5M
 CURRENT PHASES:
 LOT AREA AND CANOPIES: 14,000 S.F. (17' x 18')
 GREEN SPACE: 14,000 S.F. (17' x 18')
 PARKING AND SERVICE: 14,000 S.F. (17' x 18')

NOTE: LOCATIONS OF EXISTING PROPERTY LINES, BUILDINGS, UTILITIES, ETC., ARE SHOWN FOR INFORMATION ONLY. THE DRAWING IS NOT TO BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF FISHER & ASSOCIATES, LLC. ANY CHANGES TO THE DRAWING MUST BE APPROVED BY FISHER & ASSOCIATES, LLC. ANY CHANGES TO THE DRAWING MUST BE APPROVED BY FISHER & ASSOCIATES, LLC.

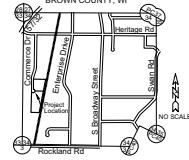
SITE PLAN
 1" = 50'-0"
 NORTH

SP1.1	JOB NUMBER	PROJECT:		 FISHER & ASSOCIATES, LLC Architects / Planners 20 PETERLIN DRIVE WESTBROOK, WI 54980 PHONE: 920-882-1111 FAX: 920-882-4111 fisherandassociatesllc.com	 Building Creations, LLC Design / Build and General Contractor W 3326 Schroeder Road Appleton, WI 54913 Ph. (920) 882-5541	1	9/20/13	PRELIMINARY SITE PLAN
	CAD/DT BT	PROPOSED ADDITION FOR STRAUBEL COMPANY				2	9/30/13	REVISED FOR BUDGET
	R.F.	1891 COMMERCE DRIVE				3	10/1/13	REVISED BUILDING SIZE
	R.F.	DE PERE, WISCONSIN				4	10/14/13	RELEASED FOR SITE PLAN REVIEW
	DATE	9/20/13				REVISIONS:		



LOCATION MAP

SW 1/4 SEC 34, T 23 N, R 20 E,
CITY OF DE PERE,
BROWN COUNTY, WI



STRUCTURE TABLE

Sanitary

MH 1	Rim	641.48
	12" PVC N	628.28
	12" PVC S.E.	628.38

MH 2	Rim	643.39
	12" PVC N.S.	625.47

Storm

MH A	Rim	641.08
	30" RCP N	624.43
	12" PVC E	633.25

NL B	Rim	640.45
	12" PVC E.W.	634.27

NL C	Rim	639.71
	12" PVC E.W.	635.16

MH D	Rim	643.40
	30" RCP N.S.	623.91
	12" PVC E	638.78

NL E	Rim	642.44
	12" PVC E.W.	637.29

MH F	Rim	642.64
	12" PVC E.W.	637.84

MH G	Rim	643.67
	12" PVC W	638.23
	12" PVC SE	638.27

CB H	Rim	642.06
	12" PVC NW.E	637.90

CB I	Rim	642.03
	12" PVC W	638.21
	8" PVC N	638.21

CB J	Rim (Not field verified)	
	8" PVC S	3.42 Deep

CB K	Rim	644.64
	8" PVC S	639.17
	8" PVC N	639.95

BENCHMARKS (NAVD 88 Datum)

BM 0	W/DOOT 46SE	
	Disk in Parapet Wall	Elev. 659.13
BM 1	Fire Hydrant, Top Nut	
	W R/W, South end of Commerce Drive	Elev. 644.56
BM 2	Fire Hydrant, Top Nut	
	250' N of BM 1, W R/W Commerce Dr.	Elev. 645.16

SURVEYOR'S CERTIFICATE

I, James R Sehoff, hereby certify that I have surveyed this property and this topographical map is a true representation thereof and shows the size and location of the property and the location of all apparent roadways. I hereby certify that said topographical survey and map were made in accordance with acceptable professional standards and that the information contained thereon is, to the best of my knowledge, information and belief, a true and accurate representation thereof.

James R Sehoff, Wisconsin Registered Land Surveyor No. S-2692 Date

NOTES

Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer & water from the property owners of the respective utilities. All utility the property owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's Hotline (1-800-242-8511) for exact utility locations.

This is not a boundary survey.



LEGEND

— CATV —	Underground Cable TV	○	Sanitary MH / Tank / Base	□	CATV Pedestal
— FD —	Underground Fiber Optic	○	Clean Out / Curb Stop / Pull Box	□	Gas Regulator
— SE —	Overhead Electric Line	○	Storm Manhole	□	Sign
— UG —	Utility Guy Wire	○	Man	□	Post / Guard Post
— SS —	Sanitary Sewer	○	Catch Basin / Yard Drain	□	Soil Boring
— SW —	Storm Sewer	○	Hydrant	□	Benchmark
— E —	Underground Electric	○	Utility Valve	□	Asphalt Pavement
— G —	Underground Gas Line	○	Utility Meter	□	Concrete Pavement
— T —	Underground Telephone	○	Light Pole / Signal	□	Gravel
— W —	Water Main	○	Guy Wire / Pole		
— R —	Railroad Tracks	○	Electric Pedestal		
— I —	Index Contour	○	Air Conditioner		
— 799 —	Intermediate Contour	○	Telephone Pedestal		
		○	Ex Spot Elevation		

TOPOGRAPHIC SURVEY



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
CIVIL ENGINEERING CONSULTANTS
1811 Racine Street, Menasha, WI 54952
Ph: 920-991-1885 Fax: 920-930-9595
www.davel.pro

10/15/2013 10:31 AM J:\Projects\39352u\dwg\Civil_3D\39352topo.dwg Printed by: kille

C1.0	PROJECT:	
	PROPOSED ADDITION FOR	
	PROJECT # 1019L	
	DE PERE, WISCONSIN	

FISHER & ASSOCIATES, LLC	
Architects / Planners	
215 PETERSON DRIVE, WISCONSIN, WI 54901	
TEL: 920-921-9199 FAX: 920-921-9199	
fisher@fisherandassociates.com	

Building Creations, LLC	
Design / Build and General Contractor	
W 3326 Schroeder Road	
Appleton, WI 54913	
Ph: (920) 882-5541	

1	9/25/13	PRELIMINARY SITE PLAN
2	9/30/13	REVISED FOR BUDGET
3	10/11/13	REVISED BUILDING SIZE
REVISIONS:		

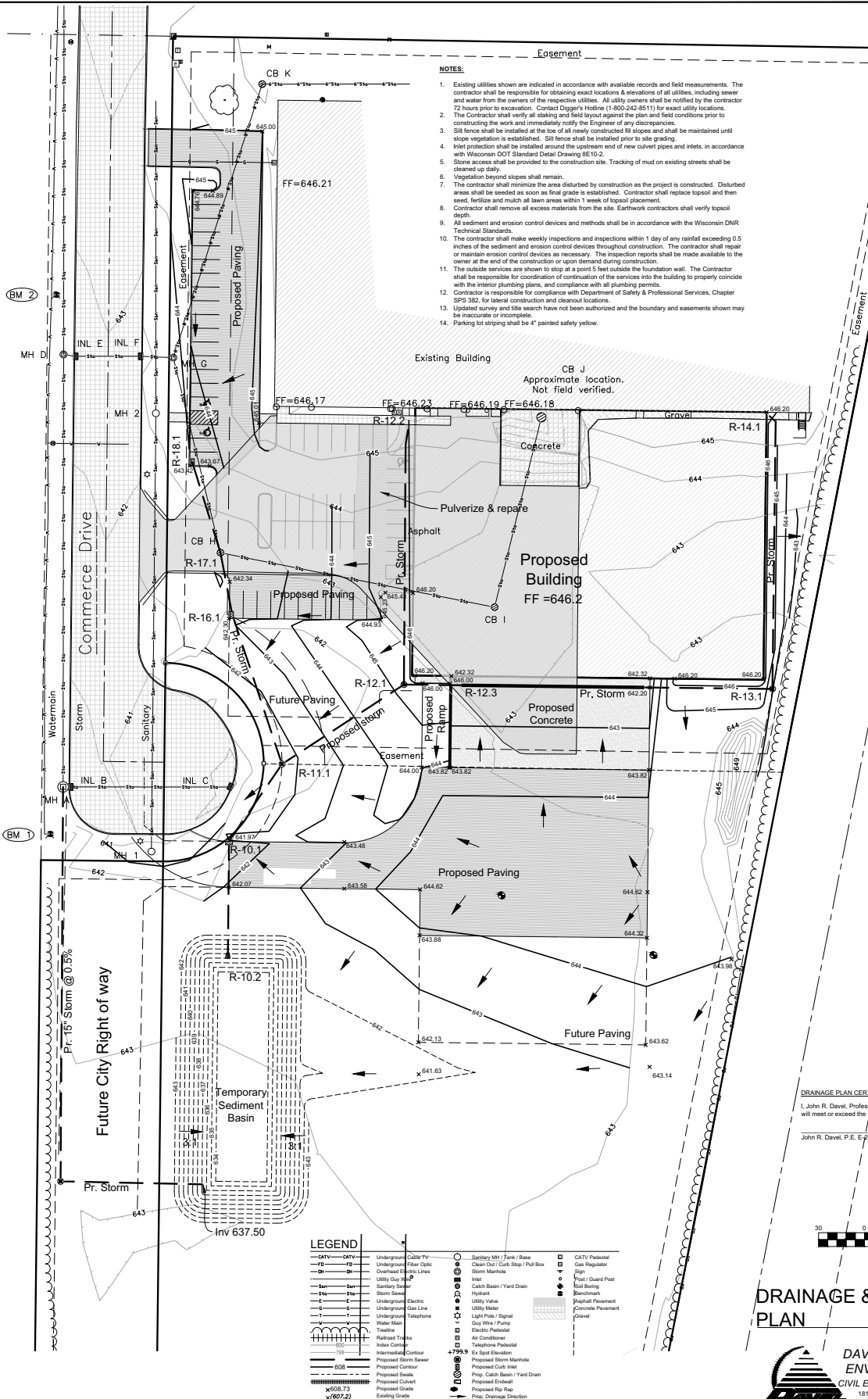
LOCATION MAP

SW 1/4 SEC 34, T 23 N, R 20 E,
CITY OF DEPERE,
BROWN COUNTY, WI

Easement

NOTES:

- Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer and water from the owners of the respective utilities. All utility owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's Hotline (1-800-242-8511) for exact utility locations.
- The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.
- Silt fence shall be installed at the toe of all newly constructed fill slopes and shall be maintained until slope vegetation is established. Silt fence shall be installed prior to site grading.
- Initial protection shall be installed around the upstream end of new culvert pipes and inlets, in accordance with Wisconsin DOT Standard Detail Drawing BE10-2.
- Stone across shall be provided to the construction site. Tracking of mud on existing streets shall be cleaned up daily.
- Vegetation beyond slopes shall remain.
- The contractor shall minimize the area disturbed by construction as the project is constructed. Disturbed areas shall be seeded as soon as final grade is established. Contractor shall replace topsoil and then seed, fertilize and mulch all lawn areas within 1 week of topsoil placement.
- Contractor shall remove all excess materials from the site. Earthwork contractors shall verify topsoil depth.
- All sediment and erosion control devices and methods shall be in accordance with the Wisconsin DNR Technical Standards.
- The contractor shall make weekly inspections and inspections within 1 day of any rainfall exceeding 0.5 inches of the sediment and erosion control devices throughout construction. The contractor shall repair or maintain erosion control devices as necessary. The inspection reports shall be made available to the owner at the end of the construction or upon demand during construction.
- The outside services are shown to stop at a point 5 feet outside the foundation wall. The Contractor shall be responsible for coordination of continuation of the services into the building to properly coincide with the interior plumbing plans, and compliance with all plumbing permits.
- Contractor is responsible for compliance with Department of Safety & Professional Services, Chapter SPS 382, for lateral construction and clearance locations.
- Updated survey and life search have not been authorized and the boundary and easements shown may be inaccurate or incomplete.
- Parking lot striping shall be 4" painted safety yellow.



DRAINAGE PLAN CERTIFICATION

I, John R. Davel, Professional Engineer, hereby certify that this Drainage Plan will meet or exceed the requirements of the City of De Pere.

John R. Davel, P.E. E-25512

Date



DRAINAGE & GRADING PLAN



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
CIVIL ENGINEERING CONSULTANTS
1811 Racine Street, Menasha, WI 54952
Ph: 920-991-1885 Fax: 920-930-9595
www.davel.pro

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C1.1

PROJECT:
PROPOSED ADDITION FOR
PROJECT # 1019L
DE PERE, WISCONSIN

FISHER & ASSOCIATES, LLC
Architects / Planners

215 PETERSON DRIVE, WISCONSIN, WI 54901
Ph: (920) 920-9595 Fax: (920) 920-9595
fisher@fisherandassociates.com



Building Creations, LLC
Design / Build and General Contractor
W 3326 Schroeder Road
Appleton, WI 54913
Ph: (920) 882-5541

1	9/20/13	PRELIMINARY SITE PLAN
2	9/26/13	REVISED FOR BUDGET
3	10/11/13	REVISED BUILDING SIZE
REVISIONS:		

Planned Sediment and Erosion Control Practices

All erosion control practices shall be in place prior to disturbing the site. All sediment and erosion control devices and methods shall be in accordance with DNR Technical Standards and the WisDOT Erosion Control product acceptability lists (PALs). It is the responsibility of the Contractor to minimize the area disturbed and the duration of the disturbance. Erosion & sediment control measures shall be maintained on a continuing basis until the site is permanently stabilized. All applicable controls must be in place at the end of each work day. All off-site sediment deposits occurring as a result of construction work or a storm event shall be cleaned up at a minimum of the end of each day or as necessary. Flushing shall not be allowed.

1) Diverting Flow

a) Permanent Diversion - Intended to divert runoff around disturbed areas to a location where the water can be discharged without adversely impacting the receiving area or channel. Permanent diversions will be used to route runoff to the sediment basin.

b) Temporary Diversion - Intended to divert runoff around disturbed areas to a location where the water can be discharged without adversely impacting the receiving area or channel. Unlike a permanent diversion, the temporary diversion will be removed upon the completion of the project. Temporary diversions will be used to route runoff of any soil piles to reduce the amount of sediment transported. All diversions shall be installed and maintained in accordance with DNR Technical Standard 1066.

2) Overland Flow

a) Silt Fence - Intended to provide a temporary barrier to the transportation of sediment offsite. Silt fence also reduces the velocity of sheet flow, thereby reducing the erosion potential of flowing water. Silt fencing is not to be used in areas of channelized flow and sediment deposits shall be removed when a 6 inch depth is reached. The silt fence shall be repaired or replaced as necessary to maintain a barrier. All Silt Fence shall be installed and maintained in accordance with DNR Technical Standard 1056. It will be placed at the following locations:

- along the site boundary where runoff will leave the site,
- and at the toe of soil piles if the pile will remain in place for more than seven (7) days.

b) Sediment Bale Barrier - Intended to intercept and detain small amounts of sediment from construction operations to prevent sediment from leaving the site. Sediment Bale Barriers are not to be used in areas of channelized flow. All Sediment Bale Barriers shall be installed and maintained in accordance with DNR Technical Standard 1055. Sediment Bale Barriers may be used in place of silt fence around soil stockpiles.

c) Mulching and Erosion Mat - Intended to reduce the amount of erosion caused by raindrop impact, high overland and concentrated flow velocities and assist the establishment of both temporary and permanent vegetation. All Erosion Mat shall be installed and maintained in accordance with DNR Technical Standards 1052 and 1053 and all Mulching with DNR Technical Standard 1058. In addition to mulching, Erosion Mat is required per plan with installation per manufacturer specifications.

d) Seeding - Intended to provide a reduction of overland flow velocities and stabilize disturbed areas. Seeding will be used on all disturbed areas within seven days of the completion of the activity that will disturb the area. All seeding shall be in accordance with DNR Technical Standard 1059. Seed mixture 20 (per WisDOT Specifications, Section 630) shall be applied at 3.5 pounds per 1000 square feet for permanent seeding prior to September 15th. If required, temporary seeding shall consist of Oats, Rye, Winter Wheat, and/or Annual Ryegrass applied at rates and during the season specified by the Technical Standard but no later than November 1st. Sod placement may occur at anytime sod is available and the sod and soil are not frozen.

3) Inlet Protection Barriers - Intended to prevent the sedimentation of storm water conveyance structures. All Inlet Protection Barriers shall be installed and maintained in accordance with DNR Technical Standard 1060. As required, inlet protection barriers will be used at all storm sewer inlets as indicated on the plans.

4) Stone Tracking Pad - Intended to reduce the amount of sediment transported onto public roads. The Tracking Pad shall be installed and maintained in accordance with DNR Technical Standard 1067. The existing pavements will be utilized for tracking. Provide daily clean up of sediment on paved surface.

5) Dust Control - Intended to reduce surface to air transport of dust during construction. Dust control shall be implemented with use of methods provided in DNR Technical Standard 1068. These methods include the use of polymers, seeding, and mulch.

6) Dewatering BMP - Intended to reduce the amount of sediment conveyed due to dewatering practices. Dewatering practices require compliance with DNR Technical Standard 1061. The use of geotextile bags is required to prevent sedimentation with non-erosive discharge.

7) Waste Material - All onsite waste and construction materials shall be handled and disposed of properly. No pavement material, runoff from concrete washout, or other waste material is allowed to enter the storm sewer system or receiving waters.

Sequence of Construction

- 1) Obtain plan approval and other applicable permits, October 2013.
- 2) Install & maintain all erosion & sediment control measures, November 2013.
- 3) Demolition, utility work and sediment basin construction, November 2013.
- 4) Foundations and site grading, November 2013.
- 5) Grade and gravel construction of parking and drives, November 2013.
- 6) Construct Building, November 2013 to January 2014.
- 7) Stabilize lawn and ditch areas no later than one week after final grade is established. No later than June 15, 2014.
- 8) Remove all temporary measures, topsoil critical areas, and establish vegetation. Water if necessary to establish healthy and well rooted vegetation.

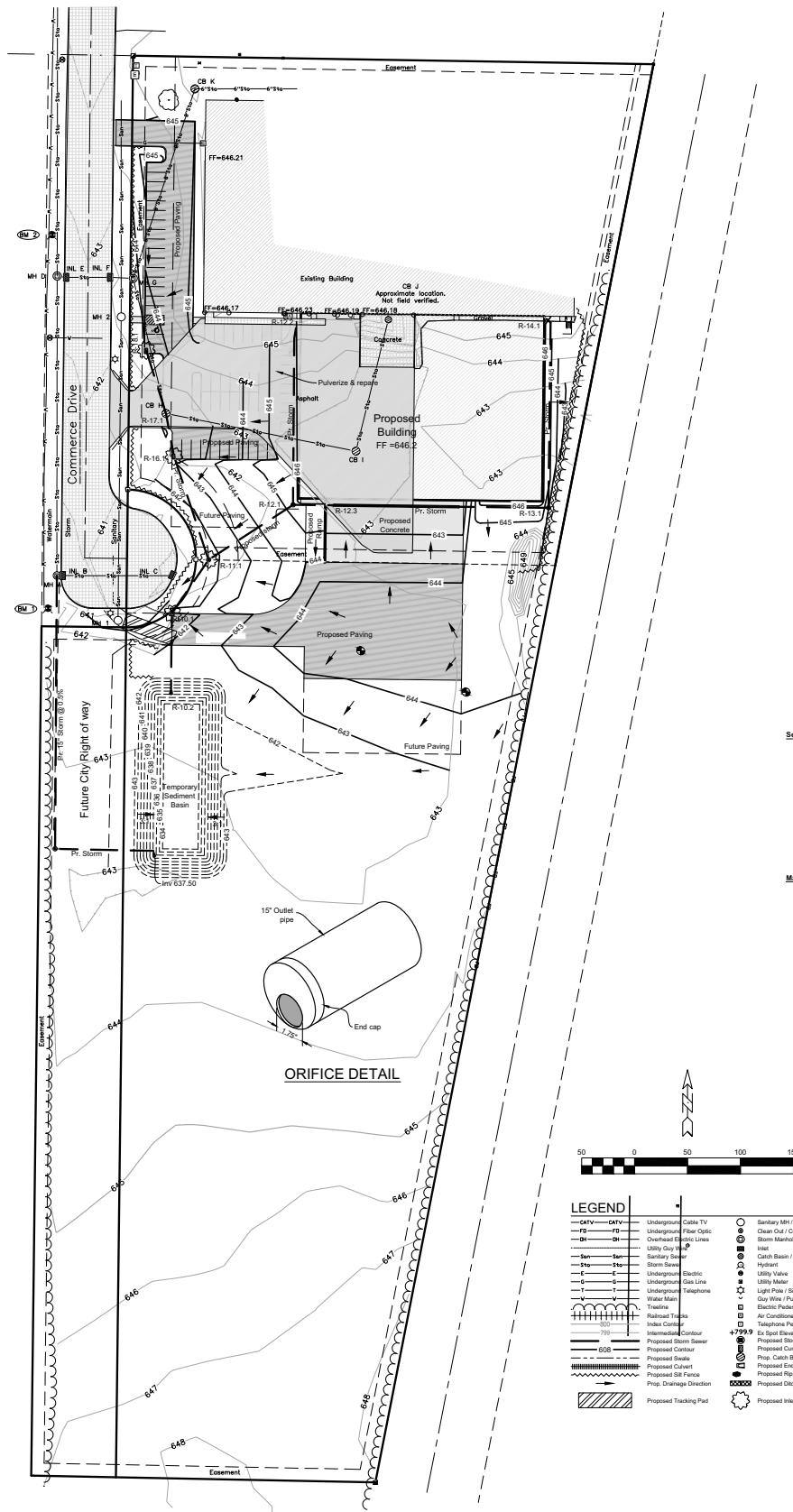
Note: The dates provided are approximate and subject to weather conditions and overall project schedule. Several work items as listed above may occur simultaneously with others.

Maintenance Plan

The contractor is responsible for inspection and maintenance of sediment and erosion control measures until the project is completed. The inspections shall be made every seven days or within 24-hours of a rainfall event of 0.50-inch or greater. Any practices that are damaged or not working properly shall be repaired by the end of the day. Accumulated sediment shall be removed when it has reached a height of one-half the height of the structure. In addition, the following measures shall be taken:

- 1) All seeded areas will be re-seeded and mulched as necessary according to the specifications in the planned practices to maintain a vigorous, dense vegetated cover.
- 2) Remove silt fence and temporary structures only after final stabilization and vegetative cover is established.
- 3) Avoid the use of fertilizers and pesticides in or adjacent to channels or ditches.
- 4) Construction and waste materials shall be properly disposed.

Weekly inspection reports shall be maintained by the contractor. These reports shall document inspections and maintenance performed. The date and time of the inspections, the inspector's name, and the status of construction and any maintenance performed. Refer to Appendix C or the DNR website for a template: <http://dnr.wisconsin.gov/infofiles/templatereports/consform.htm#consform>. Upon request, the inspection reports shall be made available to the owner, the engineer, the Wisconsin Department of Natural Resources, or the City of De Pere.



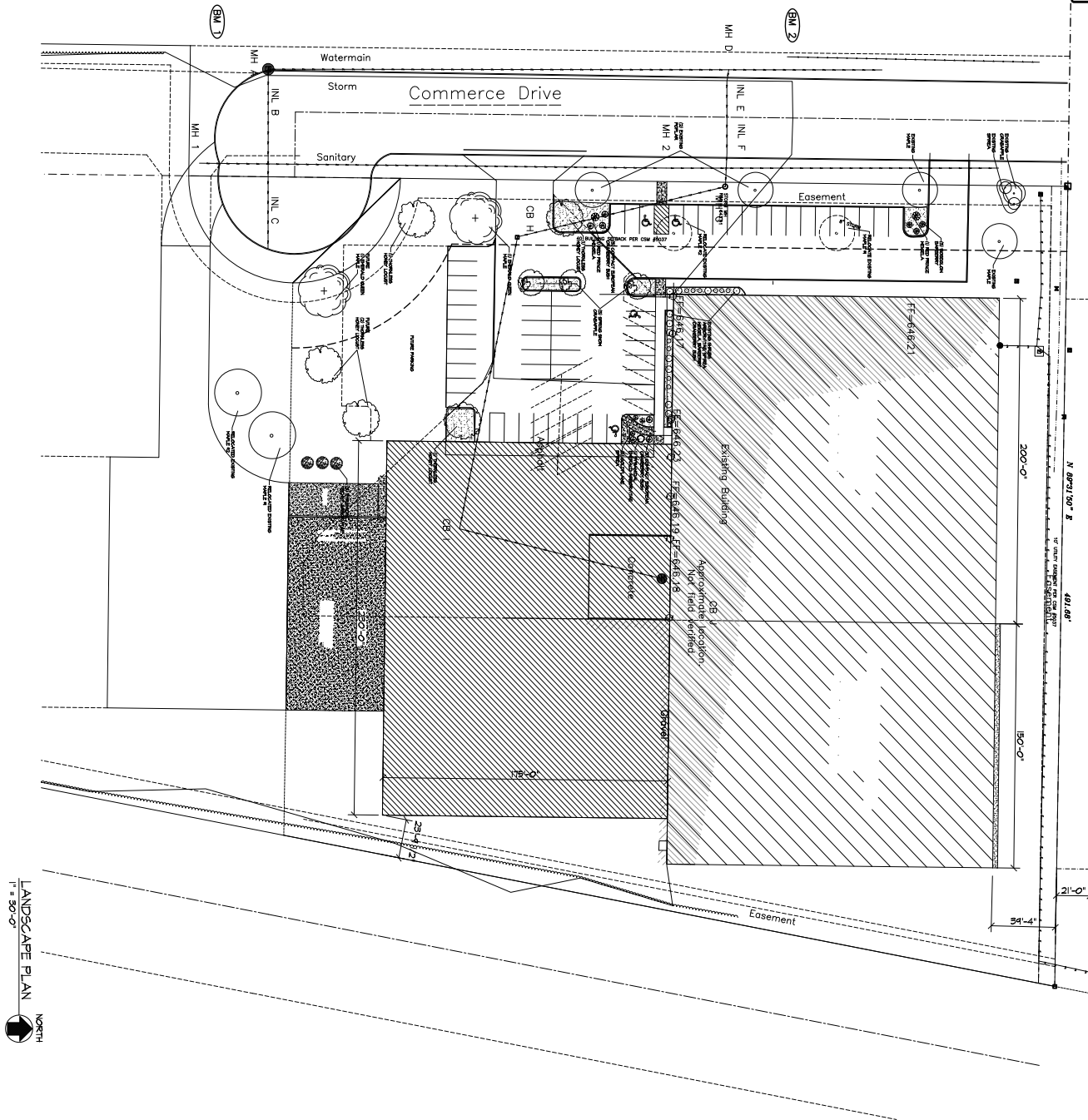
EROSION & SEDIMENT CONTROL PLAN



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
CIVIL ENGINEERING CONSULTANTS
1811 Racine Street, Menasha, WI 54952
Ph: 920-991-1885 Fax: 920-930-9596
www.davel.pro

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C112	PROJECT: PROPOSED ADDITION FOR PROJECT # 1019L DE PERE WISCONSIN		FISHER & ASSOCIATES, LLC Architects / Planners 255 PETERSON DRIVE, WISCONSIN, WI 54901 P:\000132-9191 Tel: (920) 502-9119 fisher@fisherandassociates.com		 Building Creations, LLC Design / Build and General Contractor W 3326 Schroeder Road Appleton, WI 54913 Ph: (920) 882-5541		1 9/20/13 PRELIMINARY SITE PLAN
	JOB NUMBER: 1019L		DATE: 10/15/2013		2 9/30/13 REVISED FOR BUDGET		3 10/11/13 REVISED BUILDING SIZE
	DRAFTER BY: JCB		CHECKED BY: JCB		REVISIONS:		

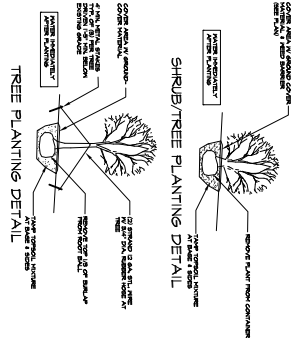


LANDSCAPE PLAN
1" = 30'-0"
NORTH

Attachment: STRAUBEL SITE SUBMITTAL (1505 : Straubel)

LANDSCAPE SHRUB SCHEDULE				
SYMBOL	DESCRIPTION	QTY	SIZE	REMARKS
1	DOGWOOD	3	3" x 10'	ALL PLANTED
2	HYDRANGEA	3	3" x 10'	
3	SPYRALDOX	3	3" x 10'	
4	RED TWIG DOGWOOD	3	3" x 10'	
5	DOGWOOD	3	3" x 10'	
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LANDSCAPE TREE SCHEDULE				
SYMBOL	DESCRIPTION	QTY	SIZE	REMARKS
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PROJECT:
PROPOSED ADDITION FOR
STRAUBEL COMPANY
1891 COMMERCE DRIVE
DE PERE, WISCONSIN

FISHER & ASSOCIATES, LLC
Architects / Planners
25 PEBBLE DRIVE, DE PERE, WI 54901
PHONE: 920-352-4444 FAX: 920-352-4444
WWW.FISHER-AND-ASSOCIATES.COM

Building Creations, LLC
Design / Build and General Contractor
W 3326 Schroeder Road
Appleton, WI 54913
Ph. (920) 882-5541

DATE: 8/20/19

JOB NUMBER: 1505

SCALE: 1" = 30'-0"

DRWN BY: [Signature]

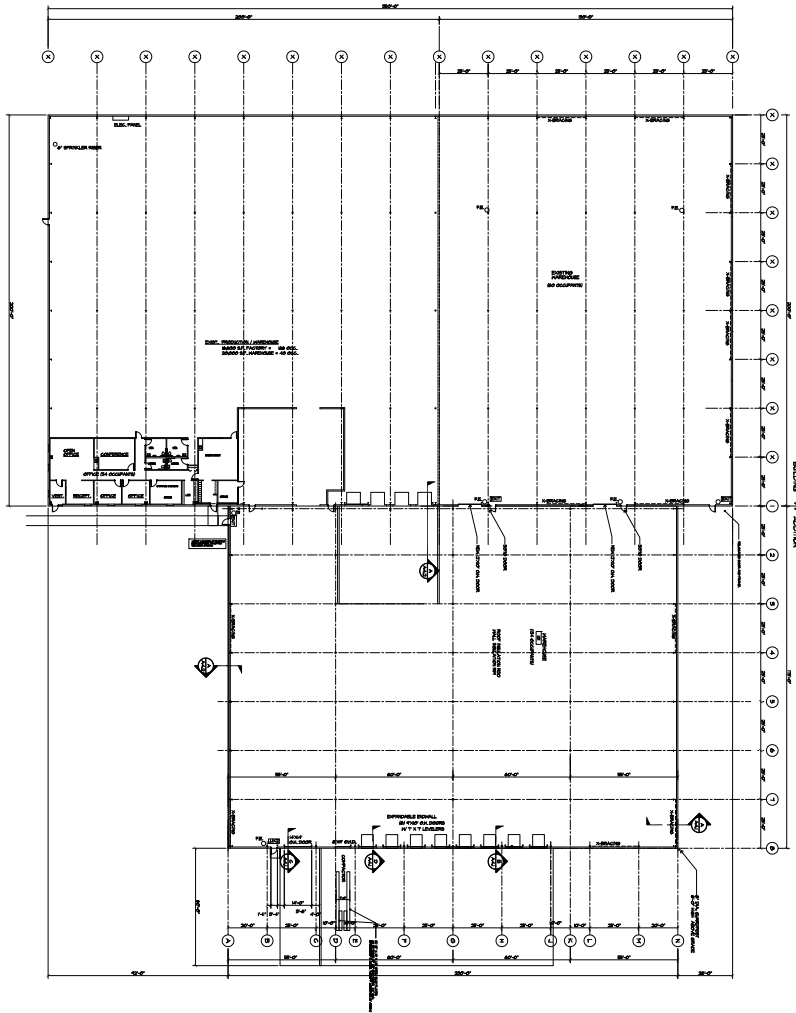
CHKD BY: [Signature]

DATE: 8/20/19

REVISIONS:

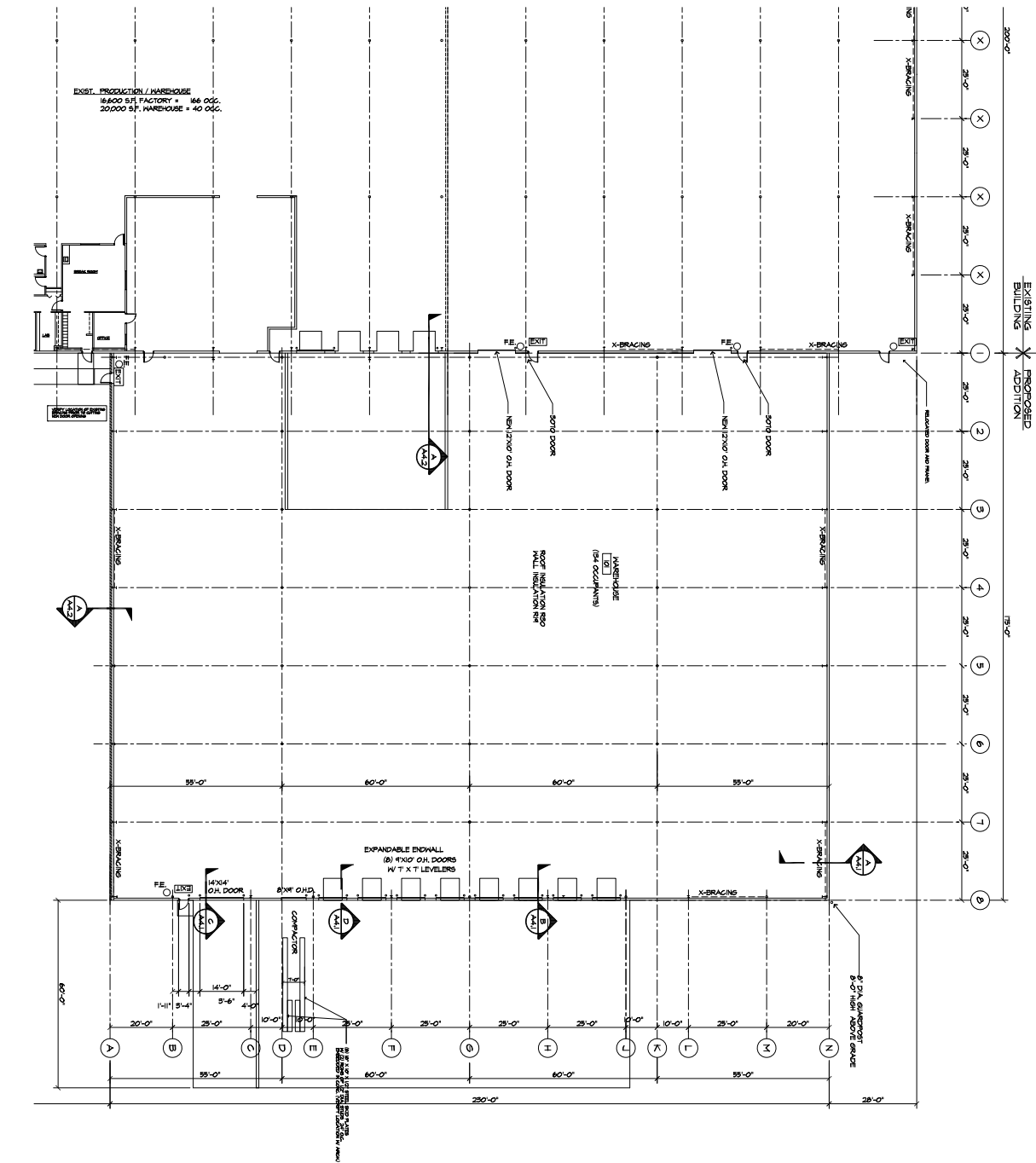
NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	8/20/19

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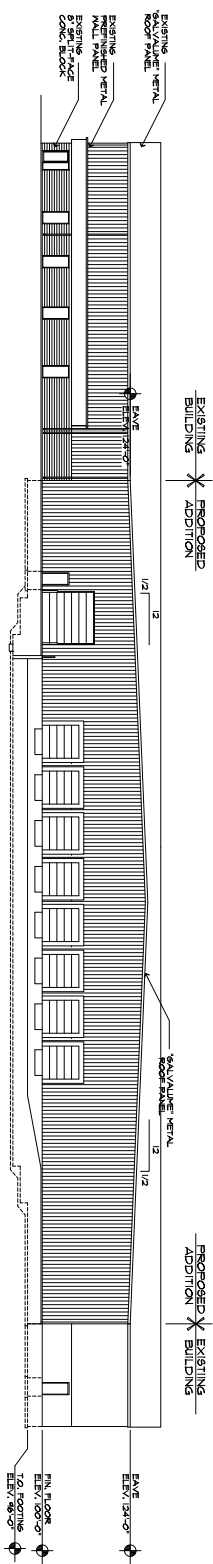
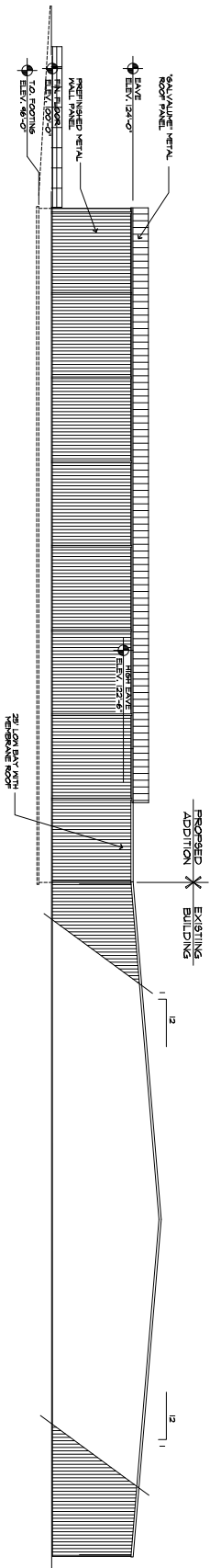
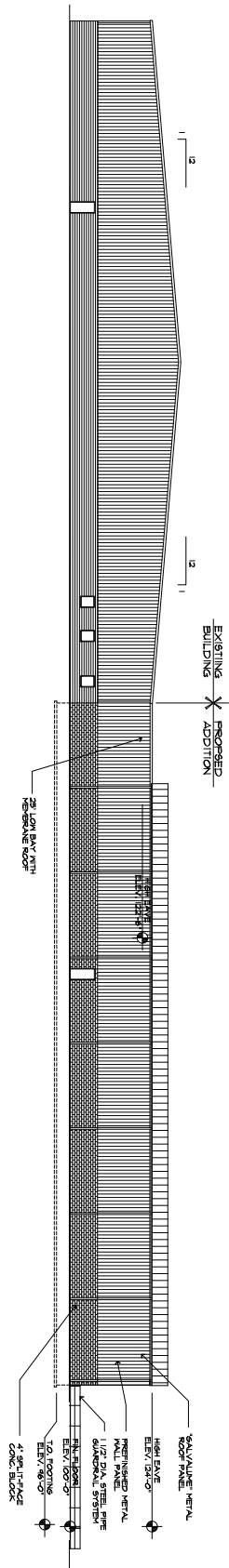
OVERALL
FLOOR PLAN
1" = 30'-0"
NORTH

A1.0	JOB NUMBER 10000	DATE 02/14/13	DRAWN BY: R.J.F.	CHECKED BY: R.J.F.	PROJECT: PROPOSED ADDITION FOR PROJECT # 1019L DE PERE, WISCONSIN	FISHER & ASSOCIATES, LLC Architects / Planners 20 PETERSON DRIVE, WISCONSIN, WI 5480 PHONE: 762-4444 FAX: (920) 552-4814 rfisher@fisherandassociatesllc.com	 Building Creations, LLC Design / Build and General Contractor W 3326 Schroeder Road Appleton, WI 54913 Ph: (920) 882-5541	2	9/30/13	REVISED FOR BUDGET
								REVISIONS		

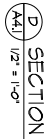


FLOOR PLAN
1/8" = 1'-0"
NORTH

A1.1	PROJECT: PROPOSED ADDITION FOR PROJECT # 1019L		FISHER & ASSOCIATES, LLC Architects / Planners 201 PETERSON DRIVE, WESTBROOK, MI 48090 PHONE: 734-494-1111 Fax: (248) 582-4814 rfw@fisherandassociatesllc.com	 Building Creations, LLC Design / Build and General Contractor W 3326 Schroeder Road Appleton, WI 54913 Ph: (920) 882-5541	2	5/30/13	REVISED FOR BUDGET
	DATE:	10/14/13			REVISIONS		



A3.1	PROJECT: PROPOSED ADDITION FOR PROJECT # 1019L DE PERE WISCONSIN		FISHER & ASSOCIATES, LLC Architects / Planners 201 HERRING TOWN DRIVE, DEPERE, WISCONSIN 54801 PHONE: (920) 862-5541 FAX: (920) 862-5541 rfisher@fisherandassociatesllc.com	 Building Creations, LLC Design / Build and General Contractor W. 3326 Schroeder Road Appleton, WI 54913 Ph. (920) 862-5541	2 9/30/19	REVISED FOR BUDGET
	DATE: 8/14/19				REVISIONS:	



A4.1



A4.2









City of De Pere, Wisconsin

**Request For Plan Commission Action**

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the CSM Application for a 2 lot CSM and dedication for road right of way for parcel ED-344-102. Applicant: City of De Pere.
*

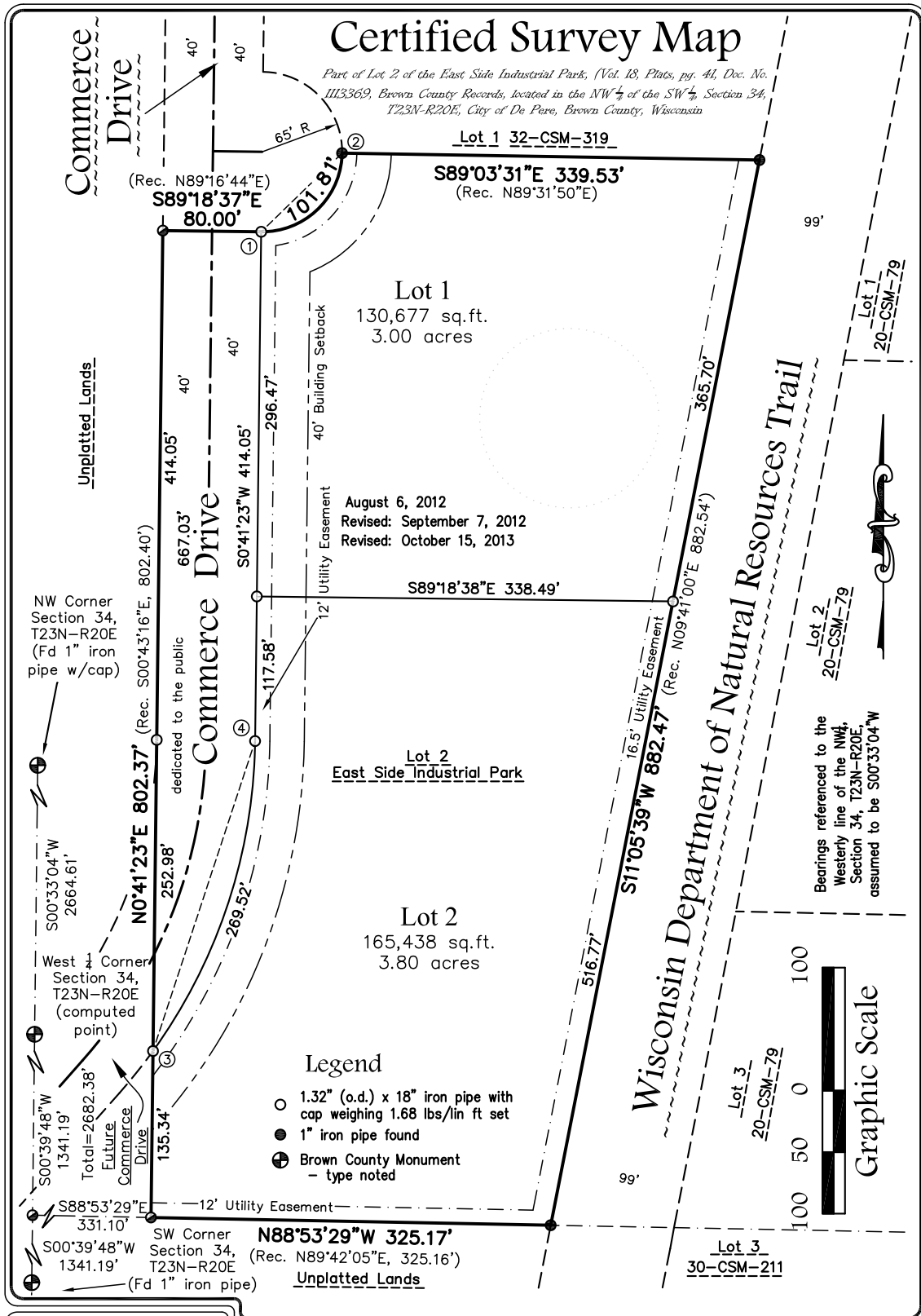
Steve Bieda has submitted a two lot CSM request on behalf of the City. Lot 1 is 3.0 acres, and lot 2 is 3.80 acres. The CSM also includes a dedication to the public which will be used for the future extension of Commerce Drive. Lot 1 is intended to be used as part of the future expansion of the Straubel Company and lot 2 will be under an option by Straubel for future development.

Recommendation:

City staff would recommend approval of the CSM, and that the CSM be forwarded to the Common Council for approval. The CSM must meet all other state and local regulations.

ATTACHMENTS:

- Straubel_CSM (PDF)



Client: City of De Pere
 Drafted By: JMP
 Tax Parcel Number: ED-344-102
 File: D-12212CSM 101513.dwg

Scale: 1"=100'

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

Sheet One of Three
 Project No.: D-12212
 Drawing No.: L-8228

SURVEYOR'S CERTIFICATE

I, Steven M. Bieda, Registered Land Surveyor, S-2275, do hereby certify that I have surveyed, divided and mapped part of Lot 2 of the East Side Industrial Park, (Vol. 18, Plats, pg. 41, Doc. No. 1113369, Brown County Records), located in the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 34, T23N-R20E, City of De Pere, Brown County, Wisconsin, more fully described as follows:

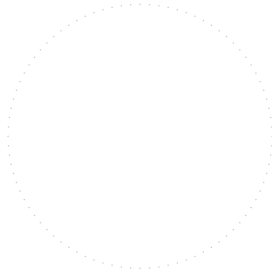
Commencing at the West $\frac{1}{4}$ Corner, Section 34, T23N-R20E; thence S00°39'48"W, 1341.19 feet along the West line of the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section; thence S88°53'29"E, 331.10 feet along the South line of said Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the point of beginning; thence N00°41'23"E, 802.37 feet along a West line of Lot 2 of the East Side Industrial Park, (Vol. 18, Plats, pg. 41, Doc. No. 1113369, Brown County Records); thence S89°18'37"E, 80.00 feet along the South right of way of Commerce Drive; thence 101.81 feet along the arc of a 65.00 foot radius curve to the left whose long chord bears N45°48'56"E, 91.72 feet; thence S89°03'31"E, 339.53 feet along the South line of Lot 1, Volume 32, Certified Survey Maps, page 319, Map No. 5037, Document No. 1468186, Brown County Records; thence S11°05'39"W, 882.47 feet along the East line of said Lot 2; thence N88°53'29"W, 325.17 feet along the South line of said Lot 2 to the point of beginning.

Parcel contains 342,998 square feet / 7.87 acres more or less.

Road dedication contains 46,883 square feet / 1.07 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.



August 6, 2012

Revised: October 15, 2013

CERTIFICATE FOR THE CITY OF DE PERE

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

Shana L. Defnet
Clerk - City of DePere

TREASURER'S CERTIFICATE

As duly elected Brown County 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 dates listed below.

Kerry M. Blaney Date
Brown County Treasurer

*Sheet Two of Three
Project No.: D-12212
Drawing No.: L-8228*

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 understand that the City will discontinue any public improvements upon discovery or notice of any other condition requiring abnormal public improvement costs. We further acknowledge that the City's action or inaction in this regard shall not be construed as an admission of liability for hazardous waste clean-up or burial site preservation costs.

STATE OF WISCONSIN]
] SS
COUNTY OF BROWN]

There is hereby granted jointly to the City of De Pere, Wisconsin, a municipal corporation, Wisconsin Public Service Corporation and the Wisconsin Bell Telephone Company, both public utilities, and their successors and assigns, a perpetual right-of-way over and across an easement in all lands designated herein as "utility easements" for purposes of construction, installation and maintenance of water distribution systems, sanitary and storm sewers, gas and electric distribution systems, telephone systems and cable television systems. No habitable structures or accessory building shall be constructed within or upon said easements. This easement shall be perpetual.

Curve No.	Arc Length	Radius	Chord Length	Chord Bearing	Central Angle	Tangent Bearing
1-2	101.81	65.00	91.72	N45°48'56"E	89°44'54"	N00°56'29"E
3-4	269.52	440.00	265.33	S18°14'17"W	35°05'48"	S35°47'11"W

Sheet Three of Three
Project No.: D-12212
Drawing No.: L-8228

City of De Pere, Wisconsin

**Request For Plan Commission Action**

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the Site Plan Application for building renovation at 950 Main Ave for future use by Dunkin' Donuts and open tenant space. Applicant: Mach IV.

Overview

The former Hostess building has been purchased and will be renovated as a multi-tenant building. The primary space will be for the future location of Dunkin' Donuts. The remaining portion of the building will be renovated to provide tenant space with a shared conference room facility.

Public Works Review

Sanitary Sewer: N/A

Water Main: N/A

Storm Water:

1. A dumpsite is proposed on an existing inlet on the northeast corner of the site. The inlet or dumpsite should be relocated to minimize debris and water from the dumpster from getting into the storm sewer.
2. If the inlet on the north side of the building is to be used for the remodeled site, the location of the discharge needs to be verified. This inlet may discharge to the sanitary sewer. A dye test will be required. The inlet cannot discharge to the sanitary sewer.
3. Verify that there are not any roof drains connected to the sanitary sewer.

Site Grading:

1. Provide information on how the drive thru on the north side of the building will be regarded.

Traffic/Access:

1. All driveway aprons reconstructed in City right-of-way shall be constructed per City standards with concrete.
2. The north driveway off of Tenth Street will need to be reconstructed so water from the street does not drain to the site.
3. The sidewalk at this driveway will need to be reconstructed to be ADA compliant with a maximum 2% cross slope.

Parks/Forestry Review

1. Staff would recommend some small plantings be incorporated into the design where the future sign is located.

Fire Review

1. Provide detailed plans for construction review, provide details of use for all areas of structure.
2. Separation of hazards/use may be required in accordance with NFPA Fire Code.
3. Provide exit/emergency lighting throughout the means of egress. Provide detailed egress

information with travel distances and arrangements.

4. No smoking and floor loading signage may be required.
5. Provide fire extinguishers at 75' travel distance throughout facility towards exits.
6. Provide sprinkler system drawings with calcs and cut sheets for approval prior to installation.
Show location for fire department connection on plans.
7. Install key box for fire department access.

Planning/Building Review

1. The final signage for the building would need to be submitted as a separate application.
Some of the signage may not be permitted based on the City ordinance.
2. The Orange "L" material shall not be painted metal panels.
3. Waste collection area needs to be made of a matching design.

Recommendation

Staff recommends approval of the project with the items identified above being addressed.

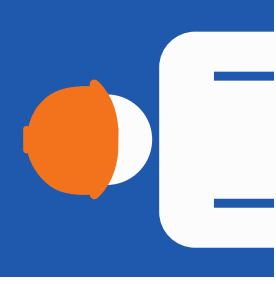
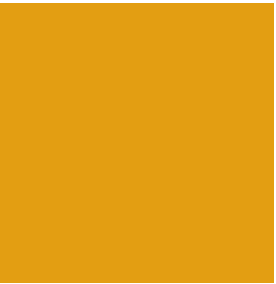
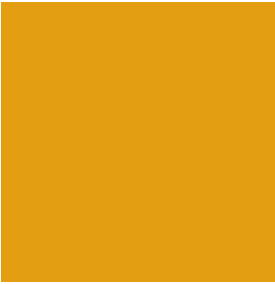
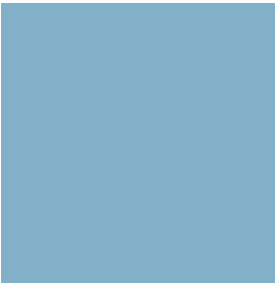
ATTACHMENTS:

- DD_SitePlan (PDF)



Fresh Brew Design Image

Design & Construction Services



Exterior Design Guidance

Attachment: DD_SitePlan (1507 : DD)



Exterior Guidance – Building Elements

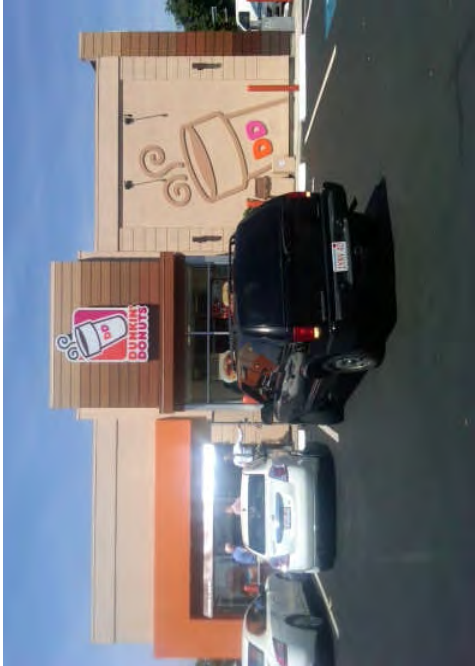
3. Awnings



4. Exterior Wall Art



5. Silhouette Cup



Coffee Cues are critical to the Brand

Use "Cup" type over entry and Drive Thru

Use orange awnings when orange "L" is not part of design

Guidelines for application of each awning type to follow

Exterior Guidance – Building Elements

1. Orange “L” shaped Element - Brings in our brand accent color in a new / modern way

2. Gradation of (Coffee) Colors on Monolith



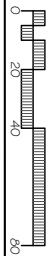
Exterior Material Options

- Cement Board (Hardi Plank)
- CMU (painted)
- EIFS/ Stucco- Currently working through a design layout for scoring and relief lines

Orange “L” Material Options

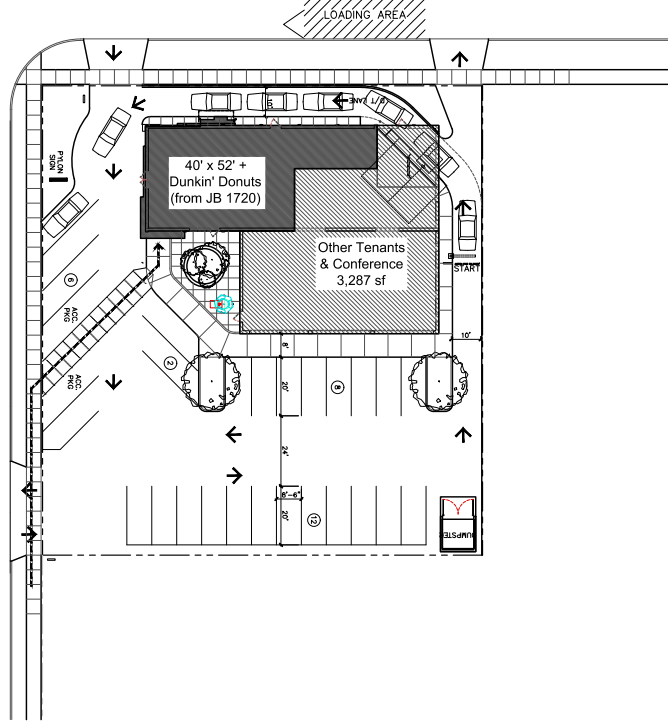
- Painted brake metal
- EIFS/ Stucco
- Looking at alum. composite or comparable material

4 CONCEPTUAL SITE PLAN NORTH
SCALE 1" = 20'-0"
DUNKIN' DONUTS
#DP1.2a



MAIN STREET

10th AVENUE



SP-1
PRELIMINARY REVIEW
DATE: 10/18/13
BY: [Signature]

PRELIMINARY DRAWINGS
NOT FOR CONSTRUCTION
LAST UPDATE: 10/18/13

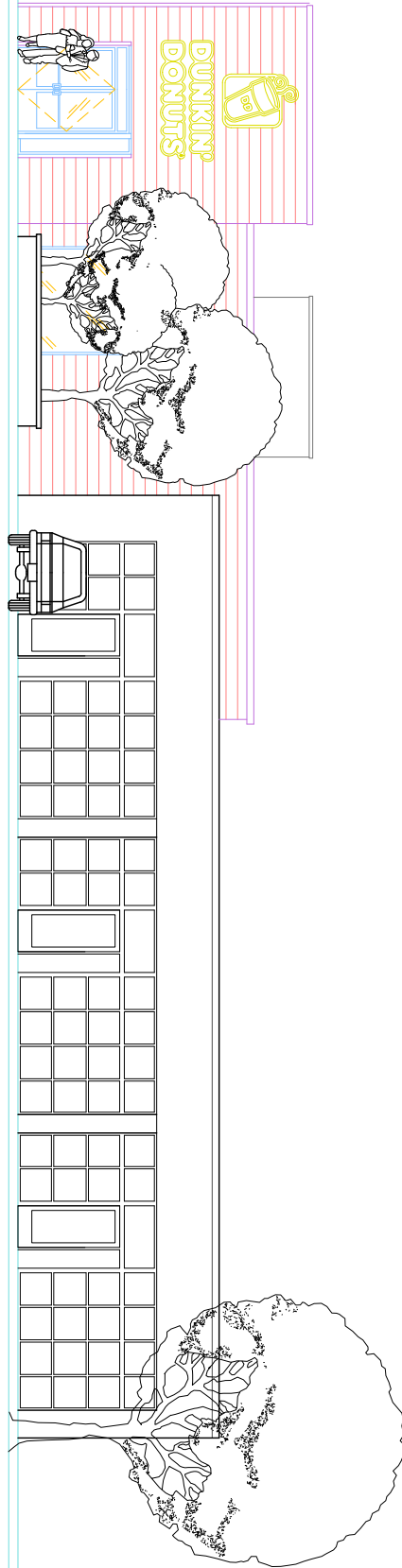
950 Main Avenue

DUNKIN' DONUTS - DePERE
Midwest Mocha, LLC

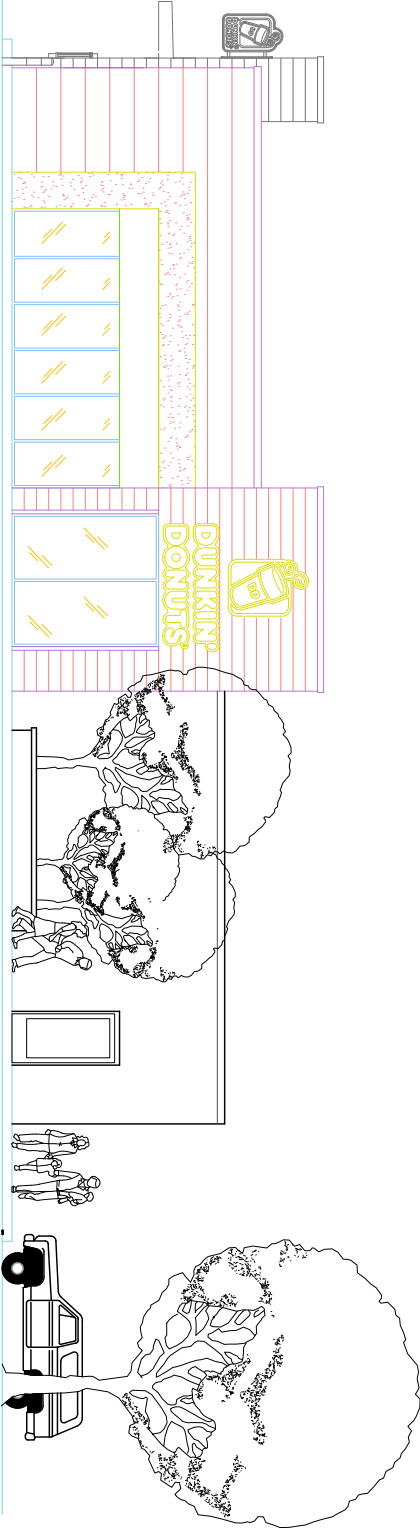
De Pere, WI

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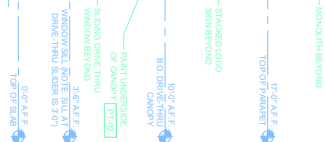
3 ELEVATION - PARKING
SCALE 1/4" = 1'-0"
DUNKIN' DONUTS



4 ELEVATION - MAIN AVE.
SCALE 1/4" = 1'-0"
DUNKIN' DONUTS

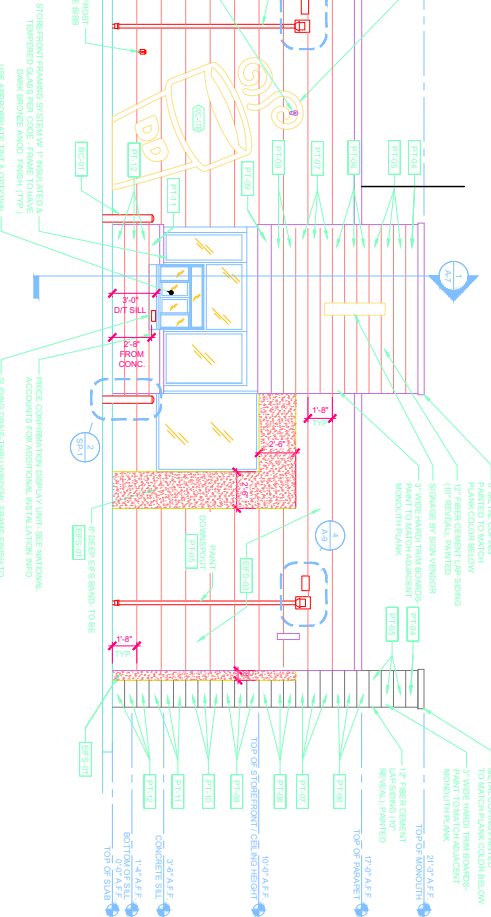
DUNKIN' DONUTS

SCALE 1/4" = 1'-0"



DUNKIN' DONUTS

SCALE 1/4" = 1'-0"



City of De Pere, Wisconsin

**Request For Plan Commission Action**

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review request to extend moratorium for an additional 6 months for off premise signs which require a permit as defined in Section 98-3, pending recommendation and implementation of the new signage ordinance.

In April of 2012, the Plan Commission passed a 12 month moratorium for off premise signs which was then extended to the end of October 2013. The ordinance is near completion; however the moratorium is set to expire at the end of the month. Staff is requesting that the moratorium be extended again until the ordinance is adopted.

Previous Staff Comments from 2012

US41 is in the process of being converted to an interstate highway. Interstate status also changes the signage requirements along the corridor. This potential change has created a push to establish signage along the corridor before the conversion would be made.

The City code on signage, as it relates to off premise signage, is out of date and was planned to be updated in 2012. The moratorium on permitted off premise signage will allow the City to develop regulations that match the needs for the City and also the rapid changes in the different sign technology. A moratorium is a tool that can be used by the City with a specific purpose and time frame. The purpose and timing of the moratorium would be to hold off on permitted new or converted off premise signage until the City can amend the sign ordinance. It is important to note that the moratorium would not restrict temporary off premise signage (for example for events).

Recommendation

Staff would recommend that the Plan Commission approve the extension request and that it be forwarded to the Common Council for action.

ATTACHMENTS:

- Resolution 13-39 Extending Moratorium (PDF)

RESOLUTION #13-39

EXTENDING FOR AN ADDITIONAL 6 MONTHS THE MORATORIUM ON
ISSUANCE OF SIGN PERMITS FOR ERECTING, CONSTRUCTING,
ENLARGING OR STRUCTURALLY MODIFYING PERMANENT OFF-PREMISE SIGNS

WHEREAS, the Common Council adopted Resolution #12-49 on May 1, 2012, imposing a 12-month moratorium on the issuance of sign permits requested under Chapter 98, De Pere Municipal Code to erect, construct, enlarge or structurally modify permanent off-premise signs. A copy of such Resolution is attached as Exhibit A; and

WHEREAS, in doing so, the Council found that the moratorium was necessary in order to maintain the status quo on the location and number of current off-premise signs during the City's development and proposal of comprehensive changes to the City's sign ordinance, including those provisions covering off-premise signs; and

WHEREAS, City staff has diligently proceeded with studying other municipal sign regulations and developing recommended changes to approximately 2/3 of the current the sign code; however it has not yet been able to complete recommended revisions to the remainder sign code, including those provisions relating to off-premise signs; and

WHEREAS, the need for continued status quo remains as strong as when the initial moratorium was approved in order to ensure that off-premise signs erected during this interim period do not cause harm or injure the use or enjoyment of other property in orderly development; and

WHEREAS, an additional 6-months at status quo is needed to finalize off-premise sign standards and recommendations to be presented, approved and implemented by the City.

NOW THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council of the City of De Pere hereby adopts the findings of the Plan Commission and based thereon, together with the facts and data contained in this Resolution, imposes a moratorium on the issuance of sign permits requested under Chapter 98 De Pere Municipal Code to erect, construct, enlarge or structurally modify permanent off-premise signs.

BE IT FURTHER RESOLVED THAT:

Said moratorium be enacted in order to permit permanent off-premise sign standards and recommendations to be presented, approved and implemented by the City.

BE IT FURTHER RESOLVED THAT:

Said moratorium shall apply to all new applications for a sign permit for the erection, construction, enlargement or structural modification of a permanent off-premise sign dated October 23, 2012 and after.

BE IT FURTHER RESOLVED THAT:

Said moratorium shall lapse at the expiration of 6 months or upon the completion and approval of the steps set forth above, whichever occurs sooner.

BE IT FURTHER RESOLVED THAT:

All City officers, officials and employees are hereby authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 3rd day of April, 2013.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

City of De Pere, Wisconsin

**Request For Plan Commission Action**

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the new version of Chapter 98 Sign Ordinance.

Over the past year and a half, staff has worked on a new comprehensive sign ordinance for the City. The entire ordinance has been redone and is intended to replace the existing Chapter 98. Given the significant changes to the ordinance, staff will provide an overview of the ordinance at the meeting.

In terms of the review process, staff has also sent the ordinance to all of the local sign companies that do business in the City, as well as to Definitely De Pere (our Main Street Program) and the Historic Preservation Commission. We have invited these entities to submit written comments or come to the meeting to provide input.

Recommendation

While the Plan Commission can recommend the ordinance to the City Council, staff believes that the Commission should take comments at this meeting and make recommendations to staff on potential changes. The ordinance could then be modified as necessary and can come back to the next Plan Commission meeting.

ATTACHMENTS:

- Sign Ordinance Final Draft (PDF)

Chapter 98 SIGN ORDINANCE

Table of Contents

Sec. 98-1. Title of chapter.

Sec. 98-2. Purpose of chapter.

Sec. 98-3. Definitions.

Sec. 98-4. Licensing; permits; applications; fees; issuance and denial; appeals; indemnification; insurance.

Sec. 98-5. Legal nonconforming signs.

Sec. 98-6. Removal and disposition of signs.

Sec. 98-7. Administration (sign inspector).

Sec. 98-8. Prohibited signs.

Sec. 98-9. Signs not requiring a sign permit.

Sec. 98-10. Construction specifications.

Sec. 98-11. Installation and maintenance.

Sec. 98-12. General design requirements.

Sec. 98-13. Special signs.

Sec. 98-14. General requirements by sign type.

Sec. 98-15. Signs permitted by zoning districts.

Sec. 98-16. Billboards/off premise signs.

Sec. 98-17. Remedies.

Sec. 98-1. Title of chapter.

This chapter shall be known as the sign ordinance of the city.

Sec. 98-2. Purpose of chapter.

(a) The purpose of this chapter is to establish standards to 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. This chapter recognizes 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 signage can protect and enhance the community.

(b) This chapter 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 downtown district, and the extensive investment made in revitalizing the downtown district, a significant degree of regulation over the aesthetic nature of signs in this district is considered an important public interest. The downtown district 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 causes 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.

(d) This chapter authorizes the use of signs visible from public rights-of-way, provided that the signs are:

- (1) Compatible with zoning regulations;
- (2) Designed, constructed, installed and maintained in such a manner that they do not endanger public safety or traffic safety;

- (3) Legible, readable and visible in the circumstances in which they are used; and
- (4) Respectful of the reasonable rights of other advertisers whose messages are displayed.

Sec. 98-3. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(a) *Abandoned sign* means a sign which 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 six (6) months.

(b) *Advertising vehicle* means signs placed on or affixed to vehicles and/or trailers which are parked on a public right-of-way, public property, or private property so as to be visible from a public right-of-way where 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, where the sign is incidental to the primary use of the vehicle or trailer.

(c) *Area of copy* means the entire area within a single, continuous perimeter composed of squares or rectangles which encloses the extreme limits of advertising message, announcement or decoration of a wall sign.

(d) *Area of sign* means the area of the largest single face of the sign within a perimeter which forms the outside shape, but excluding the necessary supports or uprights on which the signs may be placed. If the sign consists of more than one section or module, all areas will be totaled. Any irregular shaped sign area shall be computed using the actual sign face surface. In the case of wall signs, the area of copy will be used.

(e) *Art/Public Art* means items expressing creative skill or imagination in a visual form, such as painting, graphic art, murals and sculpture which are intended to beautify or provide aesthetic influences to public areas or areas which are visible from public areas.

(f) *Awning* means a roof-like covering consisting of fabric, plastic or structural protective cover that projects from the wall of a building which generally serves the purpose of shielding a doorway, entrance, window, or outdoor service area from the elements or to provide decorative distinction.

(g) *Awning sign* means any sign attached to or constructed in, on, or under an awning.

(h) *Billboard*; see *Off-premises sign*.

(i) *Blade sign* means a small pedestrian-oriented sign, less than 4 square feet, that projects perpendicular from a structure.

(j) *Building facade* means that portion of a building which is parallel or nearly parallel to the abutting roadway.

(k) *Business Center* means multiple businesses located on a single parcel meeting any of the following criteria:

- (1) Utilizing shared or inter-connected parking areas;
- (2) Utilizing shared access drives.

(l) *Business Center Sign* means a monument sign identifying the entrance to a business center and/or the names of the businesses located within the business center.

(m) *Business identification sign* means any sign which promotes the name and type of business only on the premises where it is located.

(n) *Canopy* means 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.

(o) *Canopy sign* means any sign attached to or constructed in, on, or under a canopy.

(p) *Changeable message sign* means 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.

(q) *Commercial copy* means 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.

(r) *Copy area* means the entire face of a sign including the advertising surface and any framing, trim or molding, but not including the supporting structure.

(s) *Directional sign* means any sign which is erected on private property by the owner of the property for the purpose of guiding vehicular and pedestrian traffic on the property. Such sign bears no advertising information.

(t) *Display Time* means the amount of time a message and/or graphic is displayed on an Electronic Message Sign.

(u) *Dissolve* means 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.

(v) *Double-faced sign* means a sign with copy on two parallel faces that are back to back, facing in opposite directions.

(w) *Downtown Main Street Overlay District* means a District that is designed to match the City Main Street boundaries. Map of the district is on file in the city clerk office.

(x) *Dynamic Frame Effect* means an Electronic Message Sign frame effect in which the illusion of motion and/or animation is used.

(y) *Electric sign* means any sign containing internal electrical wiring which is attached, or intended to be attached, to an electrical energy source.

(z) *Electronic Message Sign* means 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).

(aa) *Election campaign sign* means a temporary sign advertising candidates or soliciting votes in support of or against any proposition or issue at any general, primary, special, school or other election.

(bb) *Externally illuminated sign* means a sign lighted by or exposed to artificial lighting by lights on the sign or directed toward the sign.

(cc) *Fade* means 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.

(dd) *Flashing sign* means any sign which contains an intermittent or flashing light source, or which includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source, not including changeable message signs.

(ee) *Frame* means a complete, static display screen on an Electronic Message Sign.

(ff) *Frame Effect* means a visual effect on an Electronic Message Sign applied to a single frame. See also Dynamic Frame Effect.

(gg) *Freeway* means a divided traffic way in respect to which 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.

(hh) *Freeway oriented sign* means any sign located with the sign positioned for primary reading from the freeway.

(ii) *Frontage* means the length of the property line of any one premise parallel to and along each public right-of-way it borders.

(jj) *Grade* means the finished surface of the ground around the sign, consistent with the predominant grade for the site.

(kk) *Gross area* means the area of a sign determined by using the outside perimeter dimensions of the sign. If the sign consists of more than one module or section, their areas will be totaled. If the modules are formed in the shape of letters or symbols, the rules for area of copy apply.

(ll) *Height of sign* means the vertical distance from normal grade to the highest point of the sign. Any berming, filling, or excavating solely for the purpose of locating the sign shall be included as a part of the sign height. Note: The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest point of the sign face. Normal grade shall be construed to be the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign. In cases in which the normal grade of the sign is lower than the grade of the adjacent public/private street, normal grade shall be construed as the grade of the adjacent public/private street.

(mm) *Holiday display* means displays erected on a seasonal basis in observance of religions, national or state holidays which are not intended to be permanent in nature and which contain no commercial message.

(nn) *Internally illuminated sign* means a sign lighted by or exposed to artificial lighting by lights in the sign.

(oo) *Legal nonconforming sign* means a nonconforming sign that did meet code regulations when it was originally installed.

(pp) *Marquee* means a roof-like structure of a permanent and structural nature which projects from the wall of a building.

(qq) *Marquee sign* means any sign attached to or constructed in, on, or under a marquee.

(rr) *Message Board* means a sign with a fixed or changing display/message composed of a series of lights that may be changed through electronic means.

(ss) *Monument Sign* means a freestanding sing supported primarily by an internal structural framework or integrated into landscaping or solid structural features other than support poles. Monument sign also means freestanding or ground signs.

(tt) *Noncommercial message* means 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.

(uu) *Nonconforming sign* means a sign that does not meet code regulations.

(vv) *Off-premises sign* means a sign which advertises goods, products, facilities, events or services not necessarily on the premises where the sign is located, or directs persons to a different location from where the sign is located.

(ww) *On-premises sign* means a sign identifying or advertising a business, person, activity, goods, products or services located on a premises where the sign is installed and maintained.

(xx) *Painted wall sign* means signs painted directly onto a building wall.

(yy) *Pole sign* means 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.

(zz) *Portable sign* means any sign not permanently attached to the ground or a building.

(aaa) *Projecting sign* means a sign, normally double-faced, which is attached to, and projects from, a structure or building facade. Awning, canopy and marquee signs shall not be considered as projecting signs.

(bbb) *Roof sign* means a sign erected upon, against or above a roof.

(ccc) *Sandwich board sign* means a portable sign which is generally temporary in nature and which is free-standing.

(ddd) *Scroll* means a mode of message transition on an Electronic Message Sign in which the message appears to move vertically across the display surface.

(eee) *Sign* means 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 shall also include all sign structures.

(fff) *Sign contractor* means any person, partnership or corporation engaged, in whole or in part, in the erection or maintenance of signs, excluding the business which the sign advertises.

(ggg) *Sign inspector* means the person(s) charged with the responsibility to see that signage is installed and maintained in compliance with this chapter.

(hhh) *Sign structure* means any device or material which supports, has supported, or is capable of supporting, a sign in a stationary position, including decorative covers.

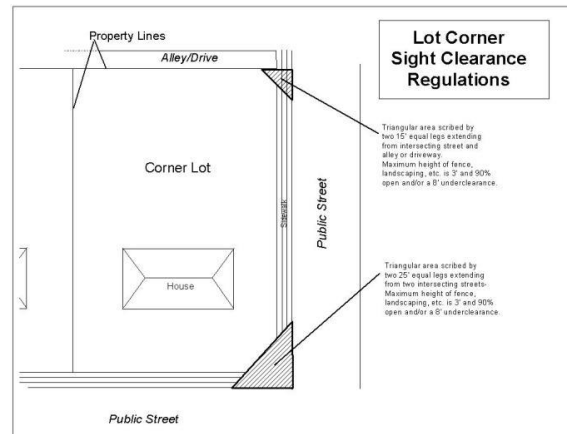
(iii) *Swinging sign* means a sign installed on an arm or mast or spar that is not, in addition, permanently fastened to an adjacent wall or upright pole.

(jjj) *Temporary sign* means a banner, pennant, poster or advertising display that is not permanently attached to a building or the ground and which is intended to be displayed for a limited period of time only.

(kkk) *Transition* A visual effect used on an Electronic Message Sign to change from one message to another.

(lll) *Travel* A mode of message transition on an Electronic Message Sign in which the message appears to move horizontally across the display surface.

(mmm) *Vision Triangle (sight clearance)* means a triangular area enclosing an isosceles triangle scribed by two 25' equal legs extended each way from the vertex of two 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' 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. See the following graphic:



(nnn) *Wall sign* means a sign attached to the wall of a building with the face in a parallel plane to the plane of the building wall.

(ooo) *Window sign* means a sign that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

(ppp) *Zoning districts* means as follows:

(1) *Residence districts.*

R-1 Single Family Residence District
 R-2 Single and Two-Family Residence District
 R-3 General Residence District
 R-4 General Residence Office District

(2) *Business districts.*

B-1 General Business District
 B-2 Community Shopping District
 B-3 Motor Vehicle Dependent District
 Hwy 41-A Highway 41 Business Corridor: District A
 Hwy 41-B Highway 41 Business Corridor: District B

(3) *Industrial districts.*

I-1 Industrial Park District
 I-2 Limited Industrial District
 I-3 General Industrial District
 C-EO Corporate-Executive Office District
 C-EO-2 Corporate-Executive Office 2 District
 I-B-1 Industrial Business Park 1 District
 I-B-2 Industrial Business Park 2 District

(4) *Conservancy district.*

Sec. 98-4. Licensing; permits; applications; fees; issuance and denial; appeals; indemnification; insurance.

(a) *Yearly licensing.* Every person/company engaged in the business of installing, maintaining or removing signs within the city shall first obtain a license to perform such work. Such license shall be issued by the sign inspector and shall be valid for one calendar year. There shall be an annual fee for such license in an amount as determined by resolution of the common council. Such fee may include late fees and fees for expedited process.

(b) *Permits required.* Except as otherwise provided herein, it shall be 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 chapter. Permits shall not be 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 6 months after the date of issuance, the permit shall lapse and become null and void. The validity of a permit may be extended by the sign inspector an additional three (3) months beyond the original for extenuating circumstances.

(c) *Application for a permit.* Application for a permit shall be filed with the sign inspector upon forms provided by the sign inspector and shall contain 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 shall be provided 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. (b) A site plan shall be submitted 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 on the proposed location shall also be provided.
- (3) Calculations or evidence showing that the structure, design and mounts meet the requirements of this chapter for wind pressure load.
- (4) Evidence of liability, insurance policy or bond as required in this section.
- (5) Such other information as the sign inspector may require to show full compliance with this and all other applicable laws of the city.
- (6) Signature of the applicant and property owner.

(d) *Permit applications for signs encroaching upon right-of-way.* If the sign application involves the installation of a sign which encroaches upon or over right-of-way, such permit application shall also require the following:

- (1) Location of encroachment identified in drawings/renderings required under paragraph (c)(2);
- (2) Acknowledgment by property and business owner that City may revoke permission to encroach upon right-of-way if it determines public safety, maintenance, other use or other legitimate reason;
- (3) Property owner agreeing to hold the City of De Pere harmless from any and all injury that may occur to any party as the result of the use of the right-of-way referenced hereunder. This provision is intended to indemnify and hold harmless the City of De Pere to the fullest extent permitted by law and includes the payment of reasonable attorney fees for the defense of any claims brought which

can fairly be said to be under the intent and purpose of this hold harmless agreement. To secure such hold harmless agreement. To secure such hold harmless agreement, property or business owner shall maintain a general liability insurance policy on its business operations in an amount of not less than One Million Dollars per occurrence and shall 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 this agreement. A copy of the certificate of insurance must be provided and maintained or the permission to encroach on right-of-way shall be revoked.

- (4) The authority to encroach upon right-of-way shall not transfer to any new business or property owner. A new permit is required.

(e) *Permit fees*, Application for permit shall be filed with the sign inspector together with such fee therefore as is determined by resolution of the common council. Such fee may include inspection fees, late fees and fees for expedited process.

(f) *Permit issuance and denial*. The sign inspector shall issue a permit for the erection, structural alteration, enlargement or relocation of a sign within the city when the permit application is properly made and complete, all appropriate fees have been paid, and the sign complies with the appropriate laws and regulations of the city. If the sign permit is denied, the sign inspector shall 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.

- (g) *Sign permit variance*.

- (1) In the event of a sign permit denial due to the requirements in this section contained causing undue or unnecessary hardship on any person, firm or corporation, a variance from requirements may be applied for to the plan commission under Section 14-27(6) of this code, accompanied with such fee as determined by resolution of the common council. Such fee may include late fees or fees for expedited process. The plan commission shall take action on any variance request within 60 days of receipt of the variance application or the same shall be deemed denied. The sign inspector shall comply with and enforce the plan commission's decision.

- (2) The sign inspector's failure to either formally grant or deny a properly completed sign permit application within seven days of the date of application meeting the requirements of this chapter shall be cause for appeal to the plan commission.

(h) *Indemnification for sign installation and maintenance*. All persons engaged in the business of installing or maintaining signs which 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, shall 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 chapter has not specifically directed the placement of the sign.

(i) *Insurance.* Every sign installer shall 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 million per occurrence, and \$2 million aggregate, and property damage insurance of at least \$250,000.00 per occurrence, and \$250,000.00 aggregate. Such insurance shall not be canceled or reduced without the insured first giving 30 days' notice in writing to the city of such cancellation or reduction.

Sec. 98-5. - Legal nonconforming signs.

(a) *Notification of nonconformance.* After enactment of this chapter, the sign inspector shall survey the city to inventory all signs. Upon determination that a sign is nonconforming, the sign inspector shall use reasonable efforts to so notify, in writing, the user or owner of the property on which the sign is located of the following:

- (1) The sign's nonconformity.
- (2) Whether the sign is eligible for characterization as a legal nonconforming or is unlawful.

(b) *Signs eligible for characterization as legal nonconforming.* Any sign located within the city limits as of the date of adoption of the ordinance from which this chapter is derived, or located in an area annexed to the city hereafter, which does not conform with the provisions of this chapter, is eligible for characterization as a legal nonconforming sign and is permitted providing it also meets the following requirements:

- (1) The sign was covered by a proper sign permit prior to the date of adoption of the ordinance from which this chapter is derived.
- (2) If no permit was required under applicable law for the sign in question and the sign was in all respects in compliance with applicable law on the date of adoption of the ordinance from which this chapter is derived.

(c) *Loss of legal nonconforming status.* A sign loses its nonconforming status if one or more of the following occurs:

- (1) The sign is abandoned as defined in this code.
- (2) The sign is structurally altered in any way, except for normal maintenance or repair, which tends to or makes the sign less in compliance with requirements of this chapter 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 shall not cause

a legal nonconforming sign to lose such status provided the sign is relocated to an area on the same tax parcel and as close as practicable to the original site acquired by said government action.

- (4) The sign fails to conform to this chapter regarding maintenance and repair, abandonment, or dangerous or defective signs.
- (5) On the date of occurrence of any of the above, the sign shall be immediately brought in compliance with this chapter with a new permit secured therefor, or shall be removed.

(d) *Legal nonconforming sign maintenance and repair.* Nothing in this chapter shall relieve the owner or user of a legal nonconforming sign or the owner of the property in which the sign is located from the provisions of this chapter regarding safety, maintenance and repair of signs. If the cost of such repair and maintenance exceeds 50 percent of the replacement cost value new of a nonconforming sign, a sign permit shall be applied for and the sign shall be made to conform to this chapter or removed.

Sec. 98-6. - Removal and disposition of signs.

(a) *Maintenance and repair.*

- (1) Every sign including, but not limited to, those signs for which permits are required, shall 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.
- (2) The sign inspector shall require compliance with all standards of this chapter. If the sign is not modified to comply with safety standards outlined in this chapter, the sign inspector shall require its removal in accordance with this section.

(b) *Abandoned signs.* All signs or sign messages shall 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-premises sign, when lease payment and rental income are no longer provided. If the owner or lessee fails to remove the sign, the sign inspector shall 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.

(c) *Deteriorated or dilapidated signs.* The sign inspector shall cause to be removed any deteriorated or dilapidated sign under the provisions of Wis. Stats. § 66.0413.

Sec. 98-7. - Administration (sign inspector).

The city building inspector is designated as sign inspector hereunder to enforce the provisions of this chapter. The sign inspector shall examine all applications for permits for the erection of signs, issue permits and denials, authorize the continued use of signs which conform

with the requirements of this code, record and file all applications for permits with any accompanying plans and documents, make inspections of signs in the city, and make such reports as the city may require.

Sec. 98-8. - Prohibited signs.

The following signs shall be prohibited within the city:

- (a) Signs within the right of way except as provided in Section 98-4(d).
- (b) Abandoned signs.
- (c) Flashing or moving signs. Changeable message signs are not subject to this restriction. Signs with physically moving components visible from the public right-of-way are not permitted except for those which revolve around a vertical axis at speeds less than seven revolutions per minute.
- (d) Swinging signs.
- (e) Painted wall signs.
- (f) Roof signs.
- (g) Unclassified signs. The following signs are prohibited:
 - (1) Floodlighted signs (unless lights are so shielded as to not allow view of the actual light source from any city street or residential neighborhood).
 - (2) Signs which bear or contain statements, words or pictures of obscene, pornographic or which shock the conscience of the public.
 - (3) Signs which are an imitation of, or resemble in shape, size, copy or color, an official traffic sign.
- (h) Inflatable signs except:
 - (1) Balloons or inflatable figures used in a parade, festival, civic event or holiday display.
 - (2) Novelty balloons less than two feet in diameter and not more than three feet in any dimension which are tethered or moored not to exceed 20 feet.
- (i) Electronic Message Signs: The use of figures, images or animation in Electronic Message Signs is prohibited.

Sec. 98-9. - Signs not requiring a sign permit

The following signs are permitted in any zoning district without obtaining a permit, as specified in this section. However, all signs must comply with all other general sign regulations established in Section 98-14. These signs shall not be applied toward the maximum sign allowance specified for a property, except as otherwise indicated in this subsection. No signs are allowed within street right of way under this section.

(a) Address numbers and nameplates. Residential and professional address numbers and nameplates not exceeding one (1) 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 shall comply with §22-3 of this code.

(b) Art/Public art. Such displays shall not obstruct the vision triangle at intersections and shall not be located within or over any public right-of-way.

(c) Construction signs. Two (2) construction signs per construction project not exceeding fifty (50) square feet in sign area per sign. Such signs may be erected no more than five (5) days prior to construction, shall be confined to the construction site, and shall be removed no more than sixty (60) days after completion of construction.

(d) Directional signs. Directional signs not exceeding six (6) square feet in a commercial, mixed-use, or industrial district or three (3) square feet in a residential district displayed strictly for the direction, safety, or convenience of the public, including signs which identify restrooms, parking area entrances or exits, loading areas, addresses, or similar noncommercial information. Sign height shall not exceed six (6) feet.

(e) Flags. Flags, including official government flags, emblems, or temporary displays of a patriotic, religious, charitable, or other civic character, may be displayed provided that such signs are not placed in the public right-of-way.

(f) Historic plaques. Plaques or name plates identifying historic buildings, structures, or districts, provided no such historic plaque shall exceed four (4) square feet in area.

(g) Holiday decorations. National or state holidays which are not intended to be permanent in nature and which contain no commercial message.

(h) 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 chapter or the building code.

(i) Memorial signs. Memorial signs or tablets, names of buildings, and date of erection when cut into any masonry surface or when constructed of bronze or other incombustible material, provided no such memorial sign shall exceed four (4) square feet in area.

(j) Neighborhood identification signs. In any zone, 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 shall consist only of the neighborhood, apartment or subdivision name.

(k) Plaques. One (1) religious symbol, commemorative plaque, or identification emblem, provided no such symbol, plaque, or emblem shall exceed four (4) square feet in area and provided all such symbols, plaques, and emblems shall be placed flat against a building.

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

(m) Political and campaign signs. Political and campaign signs on behalf of candidates for public office or issues on election ballots, provided that such signs are subject to the following regulations:

- (1) Permission shall be obtained from the owners or tenants in possession of the property upon which an election campaign sign is placed. No sign shall be located on public property.
- (2) The person or organization responsible for the erection or distribution of any such signs, or the owner, or agent of the property upon which such signs are located, shall cause their removal within three days after the election to which they are pertinent unless such signs shall continue to be pertinent to a general election to be held within 90 days. If the signs are not removed within the three (3) day period, the sign inspector or authorized designee, shall 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.
- (3) Each sign, except billboards, shall not exceed 16 square feet in nonresidential zoning districts and 11 square feet in residential zoning districts. This paragraph does not apply to a sign which 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 which is required by an applicable building code to remain unobstructed.
- (4) No sign shall be placed upon a building or a zoning lot that will create a traffic or safety hazard. The city police department shall be primarily responsible for determining safety and traffic factors of such sign. If it is determined that any signage is a traffic and/or safety factor, the city police department shall have the authority to remove such signage. If such sign is not removed within the time frame given, the police department shall 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.

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

- (1) In residential districts, such signs shall not exceed six square feet in area and shall be removed within 30 days after the sale, rental or lease has been accomplished.
- (2) In all other districts, such signs shall not exceed 32 square feet in area and shall be removed within 30 days after the sale, rental or lease has been accomplished.

(o) Seasonal flags, pennants, streamers and banners. Placement is authorized under a city issued permit or placed upon city right of way by city personnel.

(p) Temporary sales signs. Temporary sales signs not exceeding eight (8) square feet and limited to two signs per property.

- (1) Signs shall be located on private property where the sale is conducted and shall be set back five (5) feet from all property lines and out of the sight triangle.
- (2) Such signs may be erected for periods not exceeding three (3) days and shall be removed at the end of the sale.

(q) Temporary civic signs. Temporary signs pertaining to public or civic events or advertising displays not exceeding sixteen (16) square feet in area to be displayed for a limited period of time not to exceed thirty (30) days.

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

Sec. 98-10. - Construction specifications.

- (a) All signs shall comply with the provisions of the city building ordinance.
- (b) All monument sign structures shall be self-supporting structures and permanently attached to sufficient foundations.
- (c) Electrical service to ground signs shall be concealed wherever possible.
- (d) All signs, except those attached flat against the wall of a building, shall 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 ten pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign, whichever is greater.
- (e) No sign shall be suspended by chains or other devices that will allow the sign to swing due to wind action. Signs shall 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 shall 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 shall 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 shall also include: for incandescent lamp signs, the number of lamp holders; for electric discharge lamp signs, the input amperes at full load and the input voltage.

Sec. 98-11. - Installation and maintenance.

- (a) *Safety.*
 - (1) All signs shall be installed and maintained in a workmanlike manner using equipment which is adequate and safe for the task. As such, the sign inspector may deny a sign permit if the sign contractor does not have or does not arrange for use of adequate equipment. The sign inspector may also cite the sign contractor for a violation of this chapter if he fails to use proper equipment in the maintenance of signs.
 - (2) At the time of permit application, plans shall be filed with the sign inspector for footings for signs eight (8) feet to 20 feet in height, methods of attachment of projecting signs, and engineering specifications and calculations as required by the sign inspector.
- (b) *Electric signs.* This chapter recognizes that electric signs are controlled under the special equipment provisions of the city electrical ordinance. Electric sign contractors and their employees are herein authorized to perform the following specific tasks:
 - (1) 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.
 - (2) Install interior electric signs, but may not connect such signs to the primary branch circuit.

- (3) This chapter prohibits the electric sign contractor or its employees from performing work on electric signs in contrary to local, state and the National Electrical Codes. Maintain and replace any electric component within the sign, on its surface, or between the sign and building for exterior signs only.

Sec. 98-12. - General design requirements.

(a) Design. Signs shall be designed to be compatible with the character of building materials and landscaping to promote an overall unified and aesthetic effect. The use of high intensity colors or florescent pigments is prohibited.

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

(c) Illumination. Illumination of signs is permitted subject to the following standards:

- (1) Illumination of signs shall be directed or shaded so that the no direct rays shall:
 - a. interfere with the vision of persons on adjacent streets or properties
 - b. be directed onto adjacent residential uses or districts; or,
 - c. create a nuisance condition as determined by the Zoning Administrator and/or designee.
- (2) Where internal illumination of signs is permitted, signs shall 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. If lighting the sign copy only is not an option, the display of internal illumination through the background shall be controlled by one or more of the following:
 - a. limiting the illuminated background to 30% of the sign area;
 - b. changing the shape of the sign to reduce the lighted surface area,
 - c. using a dark color;
 - d. using an opaque screen.
- (3) Underground wiring shall be required for illuminated signs not attached to a building.
- (d) Blanketing. Blanketing of signs is prohibited.
- (e) Clearance Areas.
 - (1) Vehicle Area Clearance. When a sign extends over a private area where vehicles travel or are parked, the bottom of the overhanging sign must be at least twelve (12) feet above the ground. Vehicle areas include but are not limited to driveways, alleys, parking areas, and loading and maneuvering areas.

- (2) Pedestrian Area Clearance. When a sign extends over a sidewalk, walkway, or other space accessible to pedestrians, the bottom of the sign structure must be at least seven (7) feet above the ground.
- (f) Transitional Areas. Signs are prohibited within any transitional area required by Chapter 14 of this Code.
- (g) Calculation of Area of Copy. Sign area shall be calculated as follows:
 - (1) Calculation of Area of Individual Signs. The allowable area of a sign face shall be measured by enclosing the most protruding points or edges of a 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 shall not include any base, supports, bracing, supporting fence, or supporting wall when they are clearly incidental to the display itself.
 - (2) Calculation of Area of Multi-faced Signs. The allowable sign area for a sign with more than one face shall be 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 two (2) feet apart, the sign area shall be computed by measurement of one of the faces.
- (h) Computation of Height. The allowable height of a sign shall be measured by calculating the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be 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.
- (i) Assignment of Allowable Sign Area - Multi-Tenant Buildings. When the allowable area for signs is based on the linear feet of a building exposure, the allowable sign area may be assigned to each tenant as follows:
 - (1) allowable sign area multiplied by the percent of building exposure or building space occupied by each tenant;
 - (2) the allowable sign area divided by the number of tenants; or,
 - (3) the allowable sign area may be assigned at the discretion of the property owner.

Sec. 98-13. – Special signs.

(a) *Temporary signs* shall be allowed in excess of the sign limitations for permanent signs, in compliance with the following:

- (1) Temporary signs shall be permitted only in mixed-use, commercial, and industrial districts or in residential districts in conjunction with a new subdivision.
- (2) Signs shall comply with the setback provisions for monument or ground/pylon signs in each zoning district.
- (3) Signs shall be limited to thirty-two (32) square feet in total area per property.
- (4) Signs shall require a permit from the Zoning Administrator for each location and time-period.
- (5) Signs shall be located on the property the advertising pertains to, unless for a civic or public event which may project over the right-of-way with city approval.
- (6) Signs shall be limited to a maximum of three (3) periods per year per property (defined by a single Property Identification Number). Each period not to exceed thirty (30) days.
- (7) All pennants, streamers, banners, and other forms of temporary signs must be maintained and not frayed, torn, or tattered.
- (8) Banners, pennants, searchlights or balloons shall not be used on a permanent basis. No more than two (2) banners, balloons, flags, or posters shall be permitted at one time on a property and can only be used for a maximum of ten days. Balloons and other aerial devices may not exceed twenty (20) feet in height.
- (9) No more than one reader board or other portable ground sign shall be permitted at one time on a property, subject to the time limitations under (f) above.

(b) *Trailer or Mobile Mounted Signs.* Trailer or mobile signs mounted are permitted for a total of four weeks per year, provided no one period exceeds two weeks, and:

- (1) Each permit is to be issued to a single parcel or identifiable shopping center and not each business therein.
- (2) Such signs may be located in the front yard setback area if it is not within 15' of an intersecting street or driveway to preserve sight distance.
- (3) A site plan accompanies application illustration location.
- (4) Construction and electrical codes of the city shall apply to the extent applicable.

(c) *Public / Private Schools or Colleges and Religious Institutions or Places of Worship Signs* are regulated as follows:

- (1) A wall sign identifying the institution name can be used in combination with a monument sign.
- (2) One monument sign is permitted per street frontage, and one sign attached to a building is permitted per building façade facing a public street.
- (3) Monument signs shall be no larger than eight (8) ft. in height and contain no more than 50 sq. ft. of sign area (per side). Signs attached to a building shall not have any support structures extending above roof/cornice and shall contain no more than 32 sq. ft. of sign area.
- (4) The monument sign shall be architecturally compatible with the building and have a 1- to 4-foot high masonry base of similar building materials and/or an earth berm.
- (5) The horizontal measurement of the monument sign must be greater than the vertical measurement.
- (6) Monument signs shall be set back not less than 15 feet from any property line.
- (7) Architectural details compatible with the building design may not exceed 16 inches above the maximum height.
- (8) The monument sign is to be limited to name, logo, and address.
- (9) Four lines of reader board are permitted on the monument signage, not to be greater than 75 percent of the sign area. Letters contained within the reader board shall not be less than 6 inches in height. No additional exterior reader boards and/or changeable copy will be permitted on site.
- (10) The reader board shall be limited to advertising for onsite activities. No off-site advertising shall be permitted.
- (11) Electronic Message Sign (EMC) or sign is permitted subject to:
 - a. Electronic message signs shall be a part of a monument sign.
 - b. An electronic message sign shall not operate between 11:00 PM and 5a.m.
 - c. The transition time between messages and/or message frames is limited to one (1) second in residential districts.
 - d. EMC 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.

- (12) 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 ground-mounted sign. The landscape plan is subject to sign inspector approval.
- (d) *Subdivision Development.* Two temporary signs in any zone in connection with the marketing of lots or structures in a subdivision, subject to the following conditions:
- (1) Permit required. Requests for subdivision development signs shall be required to submit a site plan, sign details, and other information, , to the office of the Zoning Administrator for review of compliance with all applicable codes. No fee will be required.
 - (2) Time limit. Such permits may be issued until 80 percent of the lots have been sold, or less than 5 lots remain in the subdivision, after which said signs shall be removed.
 - (3) Text, content. 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. Said signs may be illuminated.
 - (4) Location. Any subdivision development sign shall comply with all applicable setback requirements for the zoning district in which the property is located.
 - (5) Height and size. Signs shall be no greater than 10 ft. in height with 3 ft. of under-clearance. Maximum sign area shall not exceed a total of 64 sq. ft.
- (e) *Changeable Copy.* Changeable copy signs may be incorporated within or used as institutional identity signs in any district in compliance with the following restrictions.
- (1) Changeable copy signs shall not be utilized as a stand-alone sign and shall be incorporated into or attached to a primary business identification sign so that separation between the two signs is limited to one (1) foot.
 - (2) The changing sign shall not exceed the following size limitations:

Total Sign Face, One Side	Portion Allowed to be Changing
Less than 24 sq. ft.	Up to 8 sq. ft.
24 sq. ft. to 96 sq. ft.	33% of total sign area
More than 96 sq. ft.	32 sq. ft. or less
 - (3) The changing sign message shall consist of letters and numbers only. For changing signs, automatic copy shall not change more than six times per minute.
 - (4) Color may not be red, green, or amber if sign is located in the front setback unless deemed by the Department of Public Works not to cause a traffic hazard.

(f) *Fuel / Gas Center Signs.*

- (1) 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.
- (2) The digits used in such LED shall not exceed 8" in height.

(g) *Sandwich Board Signs.*

- (1) Uses. A sandwich board sign may be permitted within the City right-of-way for parcels with frontage in the Downtown Main Street Overlay District and must meet the following standards.
- (2) Dimensional/Design Standards:
 - a. Area. Sign face area shall not exceed 8 square feet per sign face.
 - b. Width. Sign face width shall not exceed 2 feet measured at the widest point of the sign face.
 - c. Height. Sign height shall not exceed 4 feet measured from the ground to the top of the sign.
 - d. Ballast. A ballast shall be installed at the base of a sandwich board sign to ensure stability in windy conditions.
 - e. Portability. Signs shall be truly portable and shall not be permanently affixed to any structure or sidewalk.
 - f. Color/Illumination. The sign shall not be painted traffic yellow or construction zone orange, nor shall it be reflective, fluorescent or illuminated.
 - g. Signs shall not resemble or contain any MUTCD-compliant traffic control devices in size, shape, message, or color.
 - h. A maximum of one sandwich board sign per individual business shall be permitted. No supplemental sign, notice, flag, balloon or other decoration shall be attached to the sign.
 - i. The sandwich board shall 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.
 - j. The sign shall be fold-over or breakaway in design, as to not be capable of producing serious injury to pedestrians, bicyclists, and motorists.

k. The sign shall be maintained in good repair.

(3) Placement:

- a. Sidewalk Width. Signs shall be placed only on sidewalks where a minimum 5 foot clear sidewalk is maintained. The sign may be placed on the sidewalk fronting the place of business directly adjacent to the property line or building façade.
- b. Removal. Sandwich board signs may be displayed only during the period a business is open to the public and shall be removed at close of business each day. Sandwich board signs shall not be placed in such a way as to interfere with snowplowing of the streets. The area around the sandwich board sign shall be free of snow and ice and shall be placed on the ground at all times. Sandwich board signs shall not be placed on snow banks. Businesses that utilize sandwich board signs will hold the City harmless from damage to the signs due to snow removal.
- c. Location. Signs shall be located according to the following standards:
 - i) No sandwich board sign shall be placed within 10 linear feet of another sandwich board sign, measured from the base of each sign. Sandwich board signs shall not be located adjacent to a bus stop nor in any manner interfere with passengers boarding or alighting from a transit vehicle. The sign shall not obstruct drivers' sight lines and shall be placed a minimum of 25 feet from an intersection.
 - ii) Signs shall be located in the following portions of the sidewalk, to be determined by the Department of Public Works staff based on accessibility and safety standards, including location and proximity of doorways, width of tree plot, maximum distance between pedestrian obstacles, location of crosswalks, and other physical features of the location that affect accessibility and safety.
 - iii) Signs shall be placed a minimum of 48 inches from all obstructions within the sidewalk right-of-way, including newspaper boxes, outdoor tables/seating, trees and tree grates, bicycle racks, trash receptacles and any other item impeding pedestrian or wheelchair movement. Signs shall be placed a minimum of 10 feet from a building corner of pedestrian crosswalk. Signs shall not be closer than 2 feet from the face of the street curb.
 - iv) Signs shall not block or interfere with any permanent or temporary traffic control devices.
- d. ADA Compliance. Sign placement shall meet all Americans with Disabilities Act (ADA) requirements.

- (4) Enforcement. More than two violations of the sandwich board sign standards in one calendar year shall result in the removal of the sandwich board. A new sandwich board sign shall not be permitted for the business for a minimum of 12 months from the date of the sign permit revocation.

Sec. 98-14. – General Requirements by sign type.

Three sign types may be used outside of the downtown overlay district. In the downtown overlay district, the use of two sign types is permitted.

(a) *Awnings/Canopies/Marquees.* Awning, canopy, and marquee signs shall be permitted subject to the following standards:

- (1) Awning / Canopies without signage are permitted above doors and windows.
- (2) Awning / Canopies signage is only permitted at the ground level.
- (3) A minimum clearance of seven (7) feet shall be maintained from ground level.
- (4) They shall not extend above the roof or parapet of the structure to which it is attached.
- (5) They shall not interfere with street trees or traffic signs.
- (6) They shall be supported solely by the building to which they are attached and no columns or posts shall be permitted as supports within the right of way.
- (7) The roofs of all marquees/awnings and canopies shall be used for no other purpose than to form and constitute a roof. The roofs of all marquees/awnings and canopies on private property shall not drain directly onto the public right-of-way. The roofs of all marquees/awnings and canopies shall be constructed to support a live load of not less than 60 pounds per square foot.
- (8) No advertising shall be placed on the marquee/awning or canopy except the name or logo of the owner, business or industry conducted within the premises, address of the building, or the building name.
- (9) Any text, logos, or other graphic representation qualifying as a sign which is placed on an awning, canopy, or marquee shall be included within the calculation of total allowable wall sign area and are subject to the requirements of this ordinance.
- (10) Lettering and Logo's shall not exceed more than 30% of the total exterior of awning / canopy and cannot exceed 30 square feet.

- (11) Awning / Canopy shall not be white or translucent.
 - (12) Awnings with back-lit graphics or other kinds of interior illumination are not permitted.
 - (13) Matte finish canvas or acrylic coated fabric is preferred. Vinyl is not a permitted material.
 - (14) Lettering or logos shall be painted or otherwise permanently affixed in letters not exceeding 20 inches in height on the front and side portions thereof.
 - (15) Awnings shall be designed to project over individual windows and door openings and not project as a single continuous feature extending over masonry.
 - (16) Marquee signs shall be limited to buildings occupied by theaters, cinemas, performing arts facilities, or parking structures.
 - (17) The sign copy of marquee signs shall be limited to the business name and changeable copy related to upcoming and future attractions.
 - (18) In the Downtown Main Street Overlay District, they may project into the public right-of-way, but may not be erected closer than three (3) feet to any street curb line.
- (b) *Business Center Signs.* Business center signs shall be permitted subject to the following standards:
- (1) Intended to identify the entrance, the name of the business center, and/or the names of businesses within the business center.
 - (2) Business center signs shall keep the first two (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 shall not be counted toward the calculation of allowable sign.
 - (3) Electronic Message Signs are prohibited.
- (c) *Electronic Message Signs (EMS).* Signs whose informational content can be changed or altered by electronic means shall be subject to the following standards:
- (1) EMS must be located on the site of the use identified or advertised by the sign.
 - (2) EMS shall not be utilized as a stand-alone sign and shall be incorporated into or attached to the primary business identification sign so that separation between the two signs is limited to one (1) foot.
 - (3) EMS shall occupy no more than 30 percent of the sign area.

- (4) No EMS shall conflict with the visibility of any street signage or traffic signals.
 - (5) EMS shall be allowed on monument and pole signs.
 - (6) EMS shall be perpendicular to the street frontage.
 - (7) EMC EMS shall have a minimum display time of eight (8) seconds.
 - (8) The transition time between messages and/or message frames is limited to three (3) seconds and these transitions may employ fade, dissolve, and or other transition effects. Flashing or video is prohibited.
 - (9) The EMS shall 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. No such sign shall be illuminated that is greater than necessary for adequate visibility. Message center signs that are found to be too bright shall be modified with the order of the City.
 - (10) Including an EMS as part of a permanent sign will prohibit the use of any portable signs.
 - (11) EMS Signs shall not display off-premise commercial advertising.
- (d) *Monument Signs.* Monument signs shall be permitted subject to the following standards:
- (1) Monument signs shall keep the first two (2) feet of the sign closest to the ground free of sign copy. This portion of the sign shall not be counted toward the calculation of allowable sign area.
 - (2) Monument signs must incorporate design details, materials, and colors of the associated building(s). EIFS shall not be allowed on the bottom 3 feet.
 - (3) The maximum height of the sign base shall be no more than 1/3 the total sign height.
 - (4) Letter heights shall not exceed 8 inches.
 - (5) Sign text shall be limited to the building or project name, logos, and the business address.
 - (6) Corner lots: 2 monument signs are permitted with a minimum of 250' of frontage on each street.

- (e) *Pole Signs.* Pole signs shall be subject to the following standards:
 - (1) The structure shall be constructed and designed to incorporate design details, materials, and colors of the associated building(s). EIFS shall not be allowed on the bottom 3 feet. Poles shall be shrouded and integrated into the overall sign design.
 - (2) Sign panels shall not extend more than two (2) feet beyond the width of the architectural support elements on the sign except in the primary view of any freeway.
 - (3) Electronic Message Signs are prohibited.
- (f) *Projecting Signs.* Projecting signs shall be subject to the following standards:
 - (1) They shall project from the wall at an angle of ninety (90) degrees.
 - (2) Projecting signs shall be considered double-faced signs.
 - (3) A minimum clearance of seven (7) feet shall be maintained from ground level and may project no more than four feet from the building or closer than three feet to the edge of the sidewalk, whichever is less.
 - (4) No projecting sign shall be erected within fifteen (15) feet of any other projecting sign; however, this provision shall not prohibit at least one (1) projecting sign per property tax parcel.
 - (5) Projecting signs should not be mounted above the second floor windowsill in multi-storied buildings.
 - (6) Projecting signs shall have a minimum clearance of 12 inches between building face and sign, while maintaining a maximum projection of 48 inches.
 - (7) Upper floor businesses may have 1 shared projecting sign per entrance.
 - (8) Mounting hardware shall be an attractive part of the sign design. Simple round pipe brackets with plugged ends or added decorative elements are generally appropriate for signs.
 - (9) Projecting signs are not allowed at the intersection of streets except at right angles to a building front.
 - (10) Projecting signs shall not be internally illuminated.

- (11) In the Downtown Main Street Overlay District, signs may project into the public right-of-way with a revocable occupancy permit, but shall not be erected closer than three (3) feet to any street curb line.
- (g) *Wall Signs.* Wall signs shall be subject to the following standards:
- (1) Wall Signs shall not project more than twelve (12) inches from the building surface which must also include the mounting brackets.
 - (2) Wall Signs shall not extend above the lowest point of the roof, nor beyond the ends of the wall to which it is attached.
 - (3) Wall Signs shall 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 Downtown Main Street Overlay District, wall signs shall only be permitted as follows (except as provided for in this ordinance):
 - a. on the building frieze;
 - b. in the area between the first floor and the window sill of the second story window; if no windows are present, then no higher than twenty (20) feet.
 - (5) In the Downtown Main Street Overlay District, no wall sign shall be erected within fifteen (15) feet of any other projecting sign; however, this provision shall not prohibit at least one (1) wall sign per property tax parcel.
 - (6) In the Downtown Main Street Overlay District, the width of the sign shall not exceed the width of the storefront.
 - (7) Existing buildings with signage 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.
- (h) *Window Signs.* Wall signs shall be subject to the following standards:
- (1) Window signs may be placed on any window glass of street facing walls of the building.
 - (2) The total coverage of all permanent, neon and temporary window signs shall not exceed 30 percent of the total glass area of the window.
 - (3) Sign copy should not exceed 12 inches in height.
 - (4) Window signs should be applied directly to the interior surface of the glazing or hung inside the window thereby concealing all mounting hardware and equipment.

- (5) Neon signs displayed indoors constitute permanent window signs. Only one neon sign shall be permitted per business facade.

Sec. 98-15. – Signs permitted by zoning districts.

Signs permitted in residential districts. The following signs types shall be permitted in the Single Family (R-1), Single / Two Family (R-2), Residence (R-3), and General Residence / Office (R-4) districts.

- (a) All exempt signs as listed in Section 98-9. Sign authorization is required for all other signs.
- (b) Temporary signs as specified in Section 98-13.

Signs Permitted in Residential Districts								
	Awning / Canopy / Marquee	Business Center	Electronic Message Center	Monument	Pole	Projecting	Wall	Window
Districts								
R-1	No	No	No See Special Signs	No*	No	No	No	No
R-2	No			No*		No	No	
R-3	No			Yes*		No	Yes	
R-4	Yes			Yes*		Yes	Yes	
Standards								
Restrictions	See Section ...			See Section ...		See Section ...	See Section ...	
Max # of Signs	1			1**		1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.	1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.	
Max Area	Limited to 5' in width. Lettering limited to 12" in height.			1 sq ft per linear foot of storage frontage or 25 sq ft, which ever is less.		6 sq ft	1 sq ft per linear foot of storage frontage or 25 sq ft, which ever is less.	
Lighting	Lighting under structure is permitted.			External or back lit / halo illumination		External lighting	External or back lit / halo illumination	
Max Height	May not extend above roof			6'		12'	12' or as approved by Plan Commission	
Min Clearance	7' feet			na		7' feet	na	
Set Back	na			15' off property line.		na	na	
Notes:								
* For Public / Private Schools or Colleges and Religious Institutions or Places of Worship, monument signs are permitted following Section 98-13								
** See restrictions related to number of signs for corner lots.								

Signs permitted in commercial districts. The following signs types shall be permitted in the General Business (B-2), Motor Vehicle Dependent Business (B-3), Highway 41 Business A (HWY41-A), and Highway 41 Business B (HWY41-B) districts:

(a) All exempt signs as listed in Section 98-9. Sign authorization is required for all other signs.

(b) Temporary signs as specified in Section 98-13.

Signs Permitted in Commercial Districts								
	Awning / Canopy / Marquee	Business Center	Electronic Message Center	Monument	Pole	Projecting	Wall	Window
Districts								
B-2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
B-3								
HWY41-A								
HWY41-B								
Standards								
Restrictions	See Section ...	See Section ...	See Section ...	See Section ...	See Section ...	See Section ...	See Section ...	See Section ...
Max # of Signs	1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.	1 per business center	1 sign	1 per street frontage	1 sign	1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.	1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.	1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.
Max Area	1 sq ft per linear foot of store frontage or 200 sq ft, whichever is less.	200 sq. ft. under 10 stores / 320 sq ft over 10 stores **	Shall not exceed 50% of the allowable area of a ground or wall sign	1 sq ft per linear foot of store frontage or 50 sq ft, whichever is less.	100 sq ft, 150 HWY41-A,B	8 sq ft	1 sq ft per linear foot of store frontage or 100 sq ft, whichever is less.	No more than 3% of the ground first floor window area
Lighting	External or back lit / halo illumination	Yes	Yes	Yes	Yes	External lighting only	Yes	No
Max Height	Below 2nd floor windows or 20', whichever is less.	20'	20'	8'	20', 35' HWY41-A,B	Below 2nd floor windows or 20', whichever is less.	Below 2nd floor windows or 20', whichever is less. Or as approved by Plan Commission	na
Min Clearance	7' feet	10' under clearance if within 15' of ROW line	10' under clearance if within 15' of ROW line	na	10' under clearance if within 15' of ROW line	7' feet	na	na
Set Back	na	0'	0'	15'	0'	na	na	na
Notes:								
** not to exceed 75 sq. ft per sign face for 1st business, 50 sq. ft. per sign face for each business thereafter								

Signs permitted in industrial districts. The following signs types shall be permitted in the Industrial Park (I-1), Limited Industrial (I-2), General Industrial (I-3), Corporate-Executive Office (C-EO), Corporate-Executive Office 2 (C-EO-2), Industrial-Business 1 (I-B-1), and Industrial-Business 2 (I-B-2) districts.

(a) All exempt signs as listed in Section 98-9. Sign authorization is required for all other signs.

(b) Temporary signs as specified in Section 98-13.

Signs Permitted in Business Park and Industrial Districts

	Awning / Canopy / Marquee	Business Center	Electronic Message Center	Monument	Pole	Projecting	Wall	Window
Districts								
I-1	Yes	No	No, only if permitted under PDD	Yes	No	No	Yes	No
I-2								
I-3								
C-EO								
C-EO-2								
I-B-1								
I-B-2								
Standards								
Restrictions	See Section ...			See Section ...			See Section ...	
Max # of Signs	1 sign per building street frontage. Multi- tenant building allowed 1 sign per business.			1 **			1 sign per building street frontage. Multi- tenant building allowed 1 sign per business.	
Max Area	1 sq ft per linear foot of business frontage or 200 sq ft, which ever is less.			1 sq ft per linear foot of business frontage or 200 sq ft, which ever is less.			1 sq ft per linear foot of business frontage or 200 sq ft, which ever is less.	
Lighting	External or back lit / halo illumination			Yes			Yes	
Max Height	Below 2nd floor windows or 20', which ever is less.			8'			Below 2nd floor windows or 20', which ever is less. Or as approved by Plan Commission	
Min Clearance	7' feet			na			na	
Set Back	na			15'			na	
Notes:								
** See restrictions related to number of signs for corner lots.								

Signs permitted in the Conservancy districts. Within the Conservancy District (CON), the following signs types shall be permitted:

- (a) All exempt signs, as listed in Section 98-9.
- (b) Temporary signs, as listed in Section 98-13.

Signs Permitted in Conservancy District

	Awning / Canopy / Marquee	Business Center	Electronic Message Center	Monument	Pole	Projecting	Wall	Window
Districts								
CON	No	No	No	Yes	No	No	Yes	No
Standards								
Restrictions				See Section ...				
Max # of Signs				1 **				
				200 sq ft				
Max Area								
Lighting				Yes				
Max Height				6'				
Min Clearance				na				
Set Back				15'				

Signs permitted in Downtown Main Street Overlay District. The following signs types shall be permitted in the Downtown Main Street Overlay District and properties zone Central Business (B-1), General Business (B-2), Motor Vehicle Dependent Business (B-3), districts:

- (a) All exempt signs as listed in Section 98-9. Sign authorization is required for all other signs.
- (b) Temporary signs as specified in Section 98-13.

Signs Permitted in Main Street Overlay District

	Awning / Canopy / Marquee	Business Center	Electronic Message Center	Monument	Pole	Projecting	Wall	Window
Districts								
R-4	Yes	No	No	Yes	No	Yes	Yes	Yes
B-1								
B-2								
B-3								
HWY41-A								
Standards								
Restrictions	See Section ...			See Section ...		See Section ...	See Section ...	See Section ...
Max # of Signs	1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.			1 **		1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.	1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.	1 sign per building street frontage. Multi-tenant building allowed 1 sign per business.
Max Area	Maximum 1 sq. ft. for each linear ft. of storefront not to exceed 30 sq. ft.			1 sq ft per linear foot of store frontage or 30 sq ft, which ever is less.		Maximum 1 sq. ft. for each linear ft. of storefront not to exceed 8 sq. ft./face	1 sq ft per linear foot of store frontage or 50 sq ft, which ever is less.	No more than percent of the g first floor window area
Lighting	External or back lit / halo illumination or non-lighted			External or back lit / halo illumination		External or back lit / halo illumination	External or back lit / halo illumination	External or back lit / halo illumination
Max Height	Below 2nd floor windows or 20', which ever is less.			6'		Below 2nd floor windows or 20', which ever is less.	Below 2nd floor windows or 20', which ever is less.	na
Min Clearance	7'feet			na		7' feet	na	na
Set Back	na			15'		na	na	na

Sec. 98-16. – Billboards/off premise signs.

All billboard/off premise signs are prohibited effective _____ (effective date of ordinance to be inserted).

Sec. 98-17. Remedies.

Violation or failure to comply with the provisions of this chapter shall be and hereby is declared to be unlawful.

(a) Any sign erected, altered, moved or structurally modified without a permit, or altered with a permit but in violation with the provisions of this chapter, shall 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 shall be required, and the permit fee shall be five times the normal fees. If the owner does not remove or bring 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 noncomplying sign is located.

(b) This section shall not preclude the city from maintaining any appropriate action to prevent or remove a violation of this chapter. 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 noncomplying sign is located.

City of De Pere, Wisconsin

**Request For Plan Commission Action**

MEETING DATE: October 29, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review the new version of **City of De Pere Design Guidelines.**

The ***Main Street De Pere Design Guidelines*** is an update to the original guidelines that were created in 1991. The updated guidelines were completed by the Design Committee of Definitely De Pere (the City Main Street program). Significant work was done by the committee to update each section with current references and better graphics whenever possible.

The ***Main Street De Pere Design Guidelines*** overlaps with the new City Sign Ordinance since it includes a chapter on downtown signage. In this chapter, it provides best practices, recommendations, and even some of the detail from the ***Chapter 98 Sign Ordinance***. It should be noted that the ***Main Street De Pere Design Guidelines*** would be adopted as a document that is used as a resource, while the ***Chapter 98 Sign Ordinance*** will be adopted as an update to our existing code.

Recommendation

Staff would recommend that the Plan Commission review the document and any comments received at the meeting. Staff could then make the necessary changes and bring it back to the next Plan Commission meeting.

ATTACHMENTS:

- Main Street Design Guidelines_October2013 (PDF)

Main Street De Pere design guidelines



A guide to renovation and rehabilitation for the business district.

2013

Table of Contents

1. Introduction.....	3
The Main Street Approach & Map Design Guidelines	
2. History of De Pere.....	6
Historic Commerce Districts Historic Building Codes	
3. Design Issues	8
Traditional, Storefront Design & Improvements Materials, Color	
4. Maintenance & Repair	17
Masonry, Wood, Architectural Metals, Windows, Utilities	
5. Awnings	25
6. Signage	28
General Guidelines for All Signs (C-2 District)	30
Applicability.....	30
Purpose	30
Sign Overview.....	31
Permitted Sign Area	31
Multi-Storied Buildings.....	32
Design & Materials	32
Sign Message.....	32
Lighting	33
Permitted Signs & Specific Guidelines	34
Wall Signs.....	34
Awing & Canopy Signs.....	34
Projecting Signs	35
Marquee Signs.....	35
Hanging Signs.....	36
Window Signs.....	36
Plaque Signs.....	36
Restaurant Menu Signs	37
Low Profile or Monument.....	37

Tenant Directory Signs.....	38
A-Frame Signs.....	39
7. Lighting.....	42
8. Blank Sidewalks of Buildings.....	44
Painting & Cleaning, Graphics, Doors, Windows, Landscaping	
9. Landscaping	49
10. Visual Screening.....	52
11. Rear Facades.....	55
Front Entrances, Rear & Side Entrances	
12. Infill Structures/Redevelopment.....	58
Proportion, Composition, Materials, Building Setbacks	
Appendix	61
The Secretary of the Interiors Standards for Rehabilitation.....	62
Tax Credits	63
National Park Service: Preservation Briefs.....	64
References.....	65
Application Forms.....	67

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story building on the right and several smaller buildings on the left. There are trees and greenery interspersed among the buildings. The overall scene is a typical urban landscape.

1. i n t r o d u c t i o n

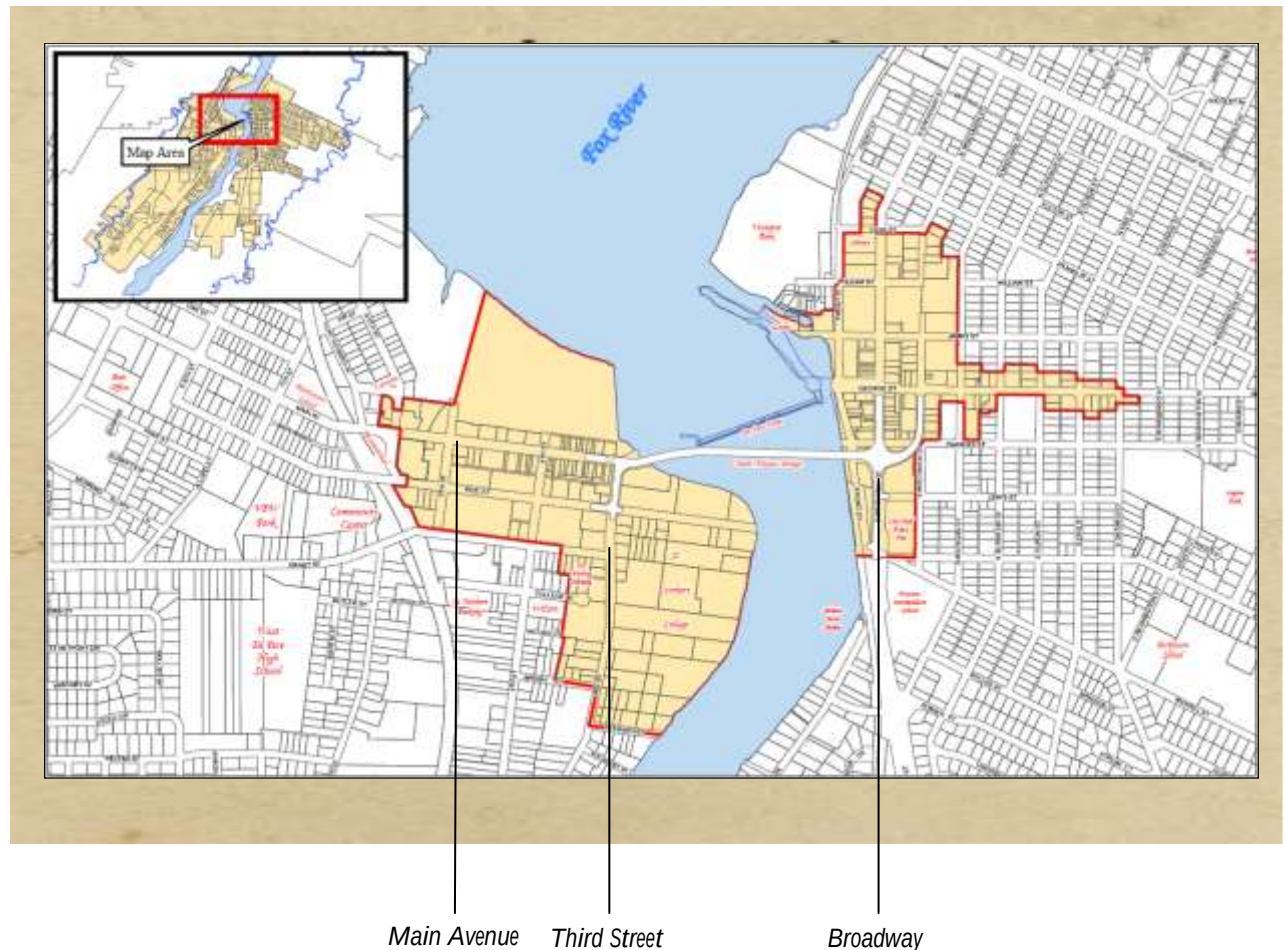
The Main Street Approach

Set up in 1977 by the National Trust for Historic Preservation to stimulate economic development within the context of historic preservation, the Main Street Program now involves over 600 communities nationwide. Wisconsin has been involved since 1988, with over 36 currently participating cities. A maximum of five communities each year are selected to become Wisconsin Main Street Participants. De Pere was selected in 1990.

The Main Street Approach combines historic preservation with downtown development to create a working, growing and aesthetically pleasing business center that works to reinforce and rekindle the economic vitality and values that Main Street stands for – making it once again the unique commercial and social heart of the city.

The process is designed to improve all aspects of the downtown for tangible – and intangible – benefits. Improving economic management, strengthening public participation and making downtown a fun place to visit are as critical to De Pere's success as recruiting new business, rehabilitating old buildings and expanding parking.

Building on downtown's inherent assets of rich architecture, personal service and traditional values, the Main Street Approach has earned national recognition as a practical strategy appropriately scaled to each community's local resources and conditions.



Why Design Guidelines?

These design guidelines serve as a guide for various improvement projects. They are intended to suggest ways in which property/business owners can take advantage of downtown's charm and history.

Each individual building facade plays an important role in the makeup of the downtown district. Storefronts, window displays, signage, color, canopies and architectural details all play an integral part in the successful design of individual buildings. Rehabilitating *your* downtown building can be mind-boggling:

- *What materials should I use?*
- *What colors are best?*
- *Is an awning appropriate?*
- *What kind of sign would work best and what is the process for getting appropriate signage approved?*

If you wish to improve your building then begin by assessing the condition of the entire facade.

- *How could storefront improvements relate to the overall appearance of the building?*
- *How does the building relate to neighboring buildings?*
- *How does the storefront improvement relate to the historic upper portion of the building?*

- *What changes are needed to improve the appearance and integrity of the upper portion of the building?*
- *Windows maintenance and refurbishing*

Fortunately, all of these questions can now be answered by the Main Street De Pere's design assistance program. The Main Street program offers free design assistance to business/property owners within the Main Street area who are interested in doing exterior and interior renovation projects. This program can help take the guesswork out of your rehab project by providing you with sample drawings of possible facade improvements. Color schemes, paint and awning samples, signs as well as technical information about how to get the work done are just some of the solutions the program can offer. You can also get assistance for a sign project alone.

To apply for design assistance, simply contact the Main Street De Pere program manager and complete the Main Street application form at the end of this document. Applications for design assistance are processed on a first-come, first-serve basis. So, the sooner you apply, the sooner you'll see results. When your project recommendations are complete they will be sent to you – the owner – and the program manager. Your program manager will work with you until the project is complete.

Those wishing to utilize Main Street's design assistance or loan program are required to have drawings approved by the design committee.

"The Main Street program offers free design assistance to business and property owners within the Main Street area who are interested in doing exterior and interior renovation projects."

For more information contact:

Definitely De Pere
A main street community
111 S. Broadway Street
De Pere, WI 54115
(920) 403 - 0337
www.definitelydepere.org



2. history of de pere

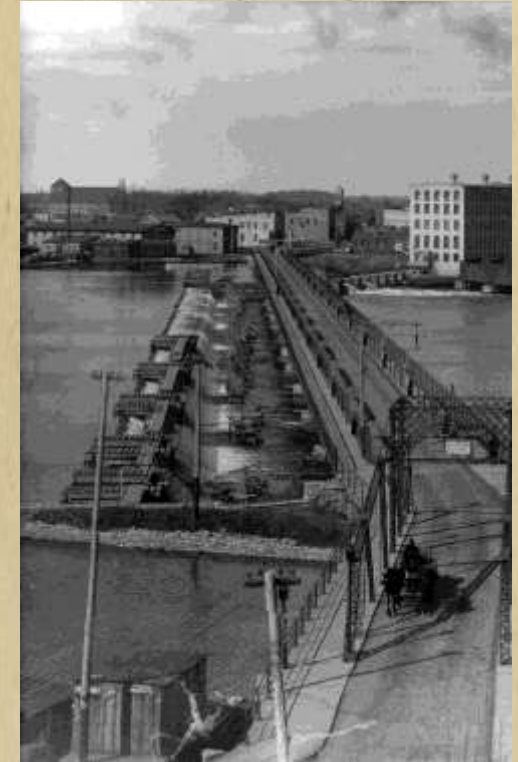
History of De Pere

De Pere owes its development to a strategic location at a falls along the Fox River, just five miles south of the river's mouth into Green Bay. Jean Nicolet, the region's first European Explorer, camped here in 1637 during an expedition to find a trade route to China. While these rapids stymied his quest, they also created an ideal location for a trading post between Native American Tribes and French fur traders. Here, Father Jean-Claude Allouez founded the St. Francis Xavier Mission in 1671, which became a regional outpost and caused the area to be called "Les Rapides des Peres (The Rapids of the Fathers). Sixteen years later, in 1786, the mission burned, temporarily ending settlement in the immediate region.

By 1830, the construction of two Military Roads along the Fox River, between Fort Howard at Green Bay and Fort Crawford, on the Mississippi River, again focused attention on the Fox River rapids. They provided a source of energy to power mills and marked the point of transition between ocean-going vessels and the smaller steamers and paddle wheelers that could traverse a system of canals. In 1836, the De Pere Hydraulic Company built a dam at the rapids, and by 1850, the growing settlement boasted several mills and a shipyard. In 1857, the Village of De Pere was incorporated on the east bank, with its primary business district adjacent to the river. Yet, the construction of the Chicago and Northwestern Railroad on the west bank already threatened the primacy of inland water transportation and eventually led to the development of the Village of West De Pere, with its incorporation in 1870, and its business district

along Main Avenue. In 1890, the need to build a bridge across the river encouraged the unification of the two Villages.

The unified De Pere is a vital and economically strong community with a solid employment base, a growing population, two independent school districts, and the home of St. Norbert College, an outstanding educational and cultural resource. The City is united by the striking Claude Allouez Bridge which traverses the river at "les Rapides des Peres." The river, together with its rapids, remains the city's defining feature and greatest natural resource while presenting tremendous opportunities. The river also creates a physical division that separates Downtown De Pere into two distinct districts, each with individual qualities, strengths and challenges.



Across the Fox River at this point the first bridge was built in the 1830's. This photo shoes the second bridge a century later (De Pere Journal)

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street runs vertically through the center of the image. On the left side of the street, there are several buildings, including a large, multi-story building with a prominent chimney. On the right side, there is a tall, multi-story building with many windows. The street is lined with trees and there are some smaller buildings and parking areas visible. The overall scene is a typical urban street view.

3. design issues

Traditional Facade Components

The traditional commercial storefront can be considered the most important element that sets apart and gives historical significance and character to downtown De Pere. The majority of our historical buildings date from the late 1800's to the early 1900's. When originally constructed, our downtown buildings shared a consistency in design and proportion that was key to creating a strong visual image. This consistency was and is still important in conveying how our downtown is perceived by the client who may seek goods or services here. A visually unified downtown can go a long way in attracting people in our downtown as well as to the individual shops and businesses that are located here.

Changes have occurred to our buildings over the years in response to various merchandising trends, technology, and changing tenants. In most cases the changes affected the storefront area while the upper facade remained in tact. Most revisions to the storefront are superficial, leaving the structural integrity of the original storefront design intact. In some of these cases the original storefronts may still be in place but covered over or in need of maintenance and repair.

The basic commercial facade consists of three parts:

- The storefront with an entrance and large display windows
- The upper masonry facade with regularly spaced windows

- The decorative cornice that caps the building

These components may appear in various shapes, sizes and styles but the result is essentially the same facade. In the downtown business district of De Pere the typical building facade is a two story masonry construction.

Storefront Design

The traditional De Pere building facade has a well-defined opening that the original storefront filled. The opening is bounded on each side by piers which were usually constructed of masonry. It is bounded on top by the storefront cornice which is the structural member supporting the upper facade, and bounded below by the sidewalk.

The storefront was composed almost entirely of windows. The large glazed opening of the storefront served to display goods the store or business had to sell as well as to allow natural light deep into the store, minimizing the need for artificial light sources.

The openness of the storefront is also important because it is part of the overall proportion system of the facade. The proportion of window to wall areas in the traditional facade calls for more glass on the upper facade. When these buildings were built, their owners recognized the importance of maintaining these proportions so that the downtown would maintain a consistent design theme, thus making it an attractive place for its customers to do business.



Traditional Facade Components

RECOMMENDED

- Commercial first floor and mixed use/ residential second floor
- Large and transparent facade elements
- Exposed transom windows
- Maintain ornamental elements around windows, doors, and cornice
- Use colors and signage that are well-integrated with building style

NOT RECOMMENDED

- Non-transparent storefront
- Shingled mansard canopies
- Non-original materials covering original facade components
- Colors or signage that do not integrate with building style
- Downsized or concealed building windows



Appropriate design feature



Appropriate design feature



Not appropriate design feature

Storefront Improvements

In considering improvements to the storefront it is very important that the original opening be recognized and maintained. The remodeled storefront should be designed to fit inside the original opening and not extend beyond or in front of it, nor downsized

Key features to consider:

- *The storefront should be composed almost entirely of glass. If glass is not appropriate for the business, consider the use of window treatments as a solution.*
- *The entry should be maintained and restored in its original location and configuration. If the original entry is gone, the new entry should be designed and placed considering traditional design themes and its relationship to the overall building facade and symmetry.*
- *Transom windows that are covered or blocked should be reopened and restored whenever possible.*
- *Storefront bulkheads should be restored or renovated.*
- *Original elements such as cast iron columns, storefront cornices, entry doors and lighting fixtures should be restored.*
- *Signage should be integrated into the storefront design.*
- *Lighting could be integrated into the storefront design.*

- *Awnings, if required, should be integrated into the storefront design. Awnings should be made of canvas material and not vinyl or shingled canopies.*

The storefront design should reflect the time period in which the building was constructed. Renovating late 19th century buildings such as we have in De Pere with colonial motifs and mansard roofs is certainly inappropriate.

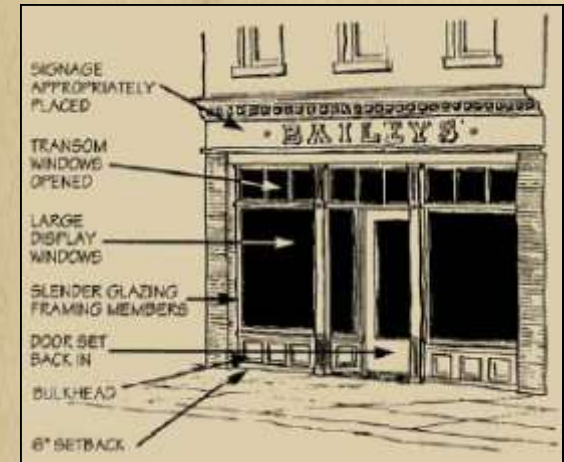
When planning the renovation of a storefront, it could be very helpful to contact the local museums or the Main Street office to see if there are turn-of-the-century photographs available of your building. Old photographs can be a valuable tool to help determine original design, materials and signage used on your buildings.

museums

White Pillars (920) 336-3877
info@DePereHistoricalSociety.org
Neville Public Museum (920) 448-4460
Brown County Library (920) 448-5815

traditional storefront design

Storefront Fits within Boundaries



inappropriate historical theme



Historic photos of your building may be available for reference, showing the original appearance.

Storefront Improvements

RECOMMENDED

- Storefront made of mostly glass
- Transom windows open
- Restored bulkheads
- Appropriate colors used

NOT RECOMMENDED

- Awnings made from shingle or vinyl material
- Mansard roofs
- Colonial motifs



Appropriate design feature



Appropriate design feature



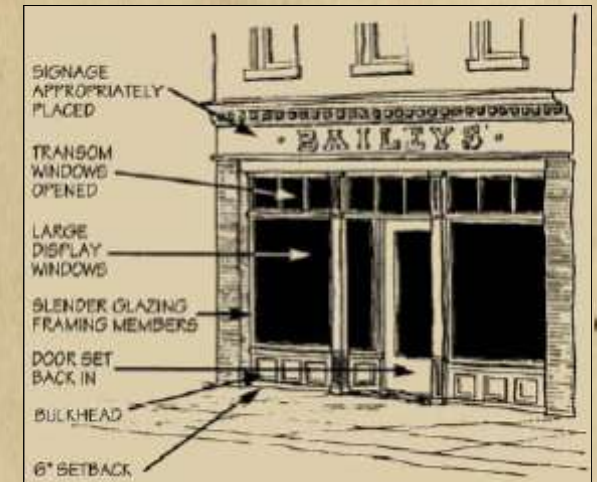
Not appropriate design feature

Storefront Materials

When designing a new storefront or renovating an existing storefront, remember that the goal should be a transparent facade. Keeping the storefront materials simple will help you achieve this goal. There is no need to introduce new building materials to those that originally existed on your building. Whether building new or renovating existing storefronts, use materials that perform their intended function well and use these materials consistently throughout the design. By doing so, you accomplish simplicity in the design and uniformity in the overall storefront appearance. Always try to use existing materials. It is better to repair them than to replace them.

traditional storefront design

Storefront Fits within Boundaries



business with nice use of transom windows

Storefront Materials

RECOMMENDED

Typical examples of materials and their location on the storefront.

- Storefront Frame: wood, cast iron, anodized aluminum
- Display Windows: clear safety glass
- Transom Windows: clear, tinted, stained or etched glass
- Entrance Door: wood or aluminum with a large safety glass panel
- Bulkheads: wood panels, polished stone, glass, tile, metal clad plywood panels
- Storefront Cornice: wood, cast iron, sheet metal
- Side Piers: should be same material as upper facade (typically brick and stone)



Appropriate design feature



Appropriate design feature



Appropriate design feature

Storefront Materials

NOT RECOMMENDED

Certain materials should never be used on the traditional commercial building because they have no relationship to the original building's design themes and therefore flaw the consistency of appearance of the building and the downtown area.

Inappropriate materials are listed to the right.

- Cultured Stone
- Fake Brick
- Rough Textured Wood Siding
- Wooden Shingles on Mansard Roofs
- Gravel Aggregate Materials
- Stucco Material (EIFS)
- Vinyl siding
- Half log siding
- Vinyl windows



Not appropriate design feature



Not appropriate design feature



Not appropriate design feature

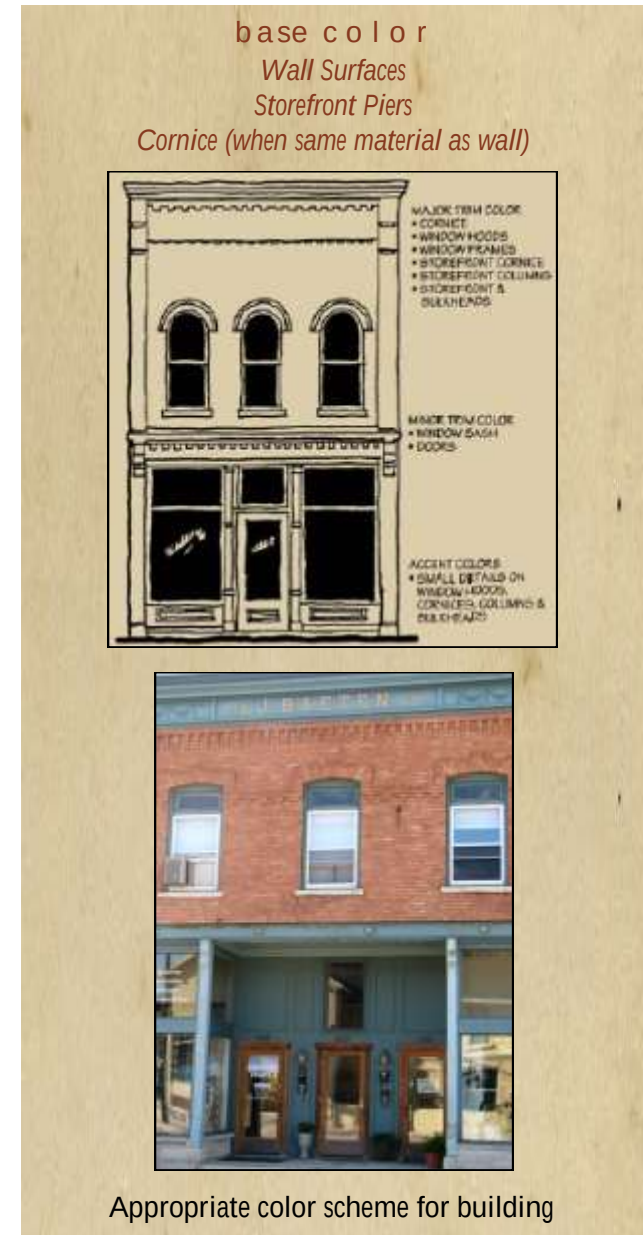
Color

As with materials, the color scheme chosen for the facade should be sensitive to the time period the building was constructed. To determine the color scheme to be used, consult an architect or go to the local paint store and ask to see color cards for historic paint colors and their combinations. You can also research colors for your building's era by going on-line prior to meeting with an architect or visiting a paint store.

If you have masonry facade that is already painted and the paint seems to be holding - paint it again. If masonry is to be painted, the colors used should be within the natural color range of the material to be painted. Existing brick or masonry finishes are preferred to be maintained or restored instead of the application of paint or plaster finishes.

Colors should accentuate the architectural details of the building - but don't over do it! The levels of coloration might be broken down as follows:

- Base Color
- Major Trim Color
- Minor Trim Color
- Accent Color



An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story white building on the right and several smaller, older buildings on the left. There are trees and greenery interspersed among the buildings. The overall scene is a typical urban landscape.

4. maintenance & repair

Maintenance & Repair

Many of De Pere's existing downtown structures contain two favorable qualities. One is that they are structurally sound. Modifications that may have been done were basically superficial, affecting features such as windows, doors, and facades. A second quality is the building's survival of original design features and materials. Alterations usually consist of materials that are attached to existing walls rather than involving reconstruction and demolition. These qualities enable us to maintain and repair our buildings rather than demolish. With a few exceptions, we can transform "Main Street" into an accurate semblance of what was, while still adapting them for modern uses.

Exterior materials will be addressed more extensively than those of the interior, as interiors are often dictated by business-related items such as image, display, and theme. However, considerable attention should be made in inviting the original building design to work both inside and out. Avoid creating a historically accurate exterior and ignore the interior design completely. A couple of elements that add value and character include interior brick walls and stamped tin ceilings. Try to incorporate these elements into your interior design. With this in mind, Main Street De Pere is offering design assistance for both exterior and interior renovation projects.

Before considering any repair or remodeling, materials should be examined by an architect or experienced contractor as to their actual condition and potential for cleaning or repair. Once evaluated, cleaning and repair may proceed. All work should

be professionally done, as proper equipment, working

experience, and basic knowledge can be utilized. We will briefly describe repair and maintenance for the store owner's basic familiarity.

Existing brick or masonry finishes are preferred to be maintained or restored instead of the application of paint or plaster finishes.

"With a few exceptions we can transform 'Main Street' into an accurate semblance of what was, while still adapting them for modern uses."

For More maintenance and repair information refer to:

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Masonry

As most towns, a large number of De Pere's buildings consist of brick masonry. There also exist some structures consisting of stone, concrete block, and marble. It should not be an assumption that all masonry needs cleaning. Several buildings have already been cleaned and repaired, and others were never painted. Minor staining or discoloration can sometimes add character to a structure, or simply remain as an acceptable condition. If, however, the masonry is unacceptable, several cleaning methods may be used.

Water Cleaning

Washing with water and detergent is the simplest of all methods and is successful on lightly soiled masonry. This method is probably the easiest for the amateur, but also time consuming. Water cleaning involves two steps.

- 1) The first is spraying to presoak the masonry.
- 2) The second step is time consuming and more difficult as it involves scrubbing with a hand or power brush.

Whether done by an amateur or professional, care must be taken to use water efficiently. Cracks in walls or around openings can lead to interior water damage. Brick cleaning should be done before finishing the interior of that particular wall. Water cleaning should be avoided in cold weather, absorbing water can freeze and fracture surfaces. Test washing a small area of the wall will determine the extent and method of cleaning required.

High Water Pressure Cleaning

High water pressure cleaning is not recommended as it damages masonry and can infiltrate through cracks. This cleaning method should be done only by professionals and should not exceed the recommendations in the preservation briefs provided below.

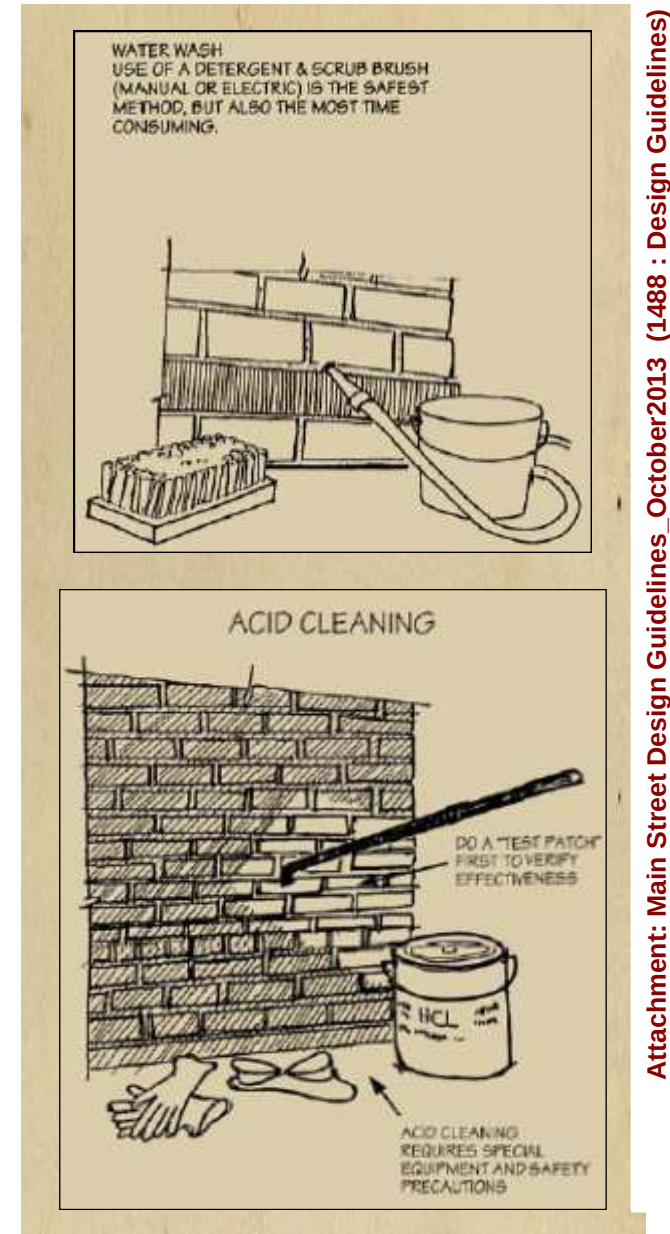
Be aware of the risks involved if you proceed with this method of cleaning.

Chemical Cleaning

Due to a variety of chemicals, potential toxicity, cleanup, and specialized equipment, professional help must be seriously considered. Chemical cleaning is best utilized for paint removal and elimination of deep stains. Care must be taken in use of acids. Even in a diluted solution, acids can harm limestone and marble. Cleaning should be done in the gentlest means possible. The wall does not need to look as if new.

For more information on cleaning masonry with water refer to:

<http://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>



Masonry

Sandblasting

Sandblasting is prohibited. It is the most detrimental, especially when considering brick. Sandblasting removes the outer surface of the brick, exposing the softer inner surface. This leaves the brick more susceptible to weathering. Sandblasting also pits the surface, leaving horizontal areas and pockets for moisture and dirt to collect.

Repointing

Weathering of masonry also involves the mortar joints. If masonry is to be cleaned, the addition of new mortar to the joints is often necessary. This is called repointing. The joints are first thoroughly cleaned out to existing sound mortar. Then, new mortar is filled in and finished to match the depth and style of the intended original joint. Mortar can be pigmented to match any existing color. After repointing, the surrounding masonry must be cleaned as it is impossible to fill joints without touching them with mortar.

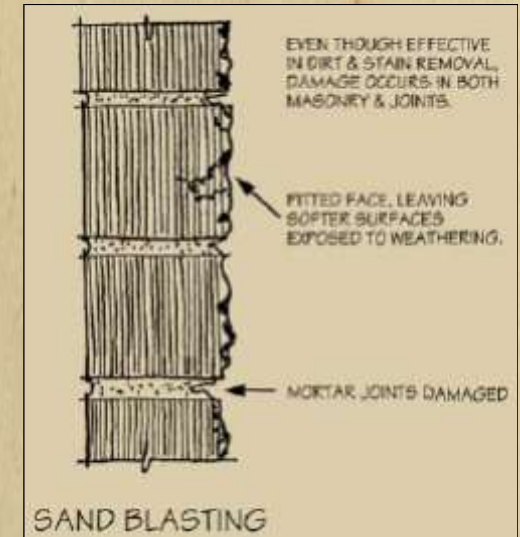
Toothing

An occasion may arise when an opening must be cut into or enlarged in the existing masonry wall. As the opening is cut into the wall, every masonry unit is cut back to the adjacent vertical joint. This allows new masonry units to be set in such a way as to blend in with existing masonry while creating a stronger joint.

General Maintenance

For general maintenance concerns, refer to preservation briefs. However some basic guidelines for masonry to follow are:

- Do not use power tools
- Do not paint
- Do not use waterproof sealant
- Consider the softness -Portland cement/ Lime mortar type



For more information on
masonry repair refer to:

<http://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>

<http://www.nps.gov/tps/how-to-preserve/briefs/6-dangers-abrasive-cleaning.htm>

4. Maintenance & Repair

Wood

De Pere's existing buildings use wood on the exterior primarily for window and door framing, trim, cornices, bracing and brackets. Although masonry dominates storefronts, maintenance and repair of wood is essential in restoring original building design and integrity. Wood accents the masonry, and is the material one comes in contact with.

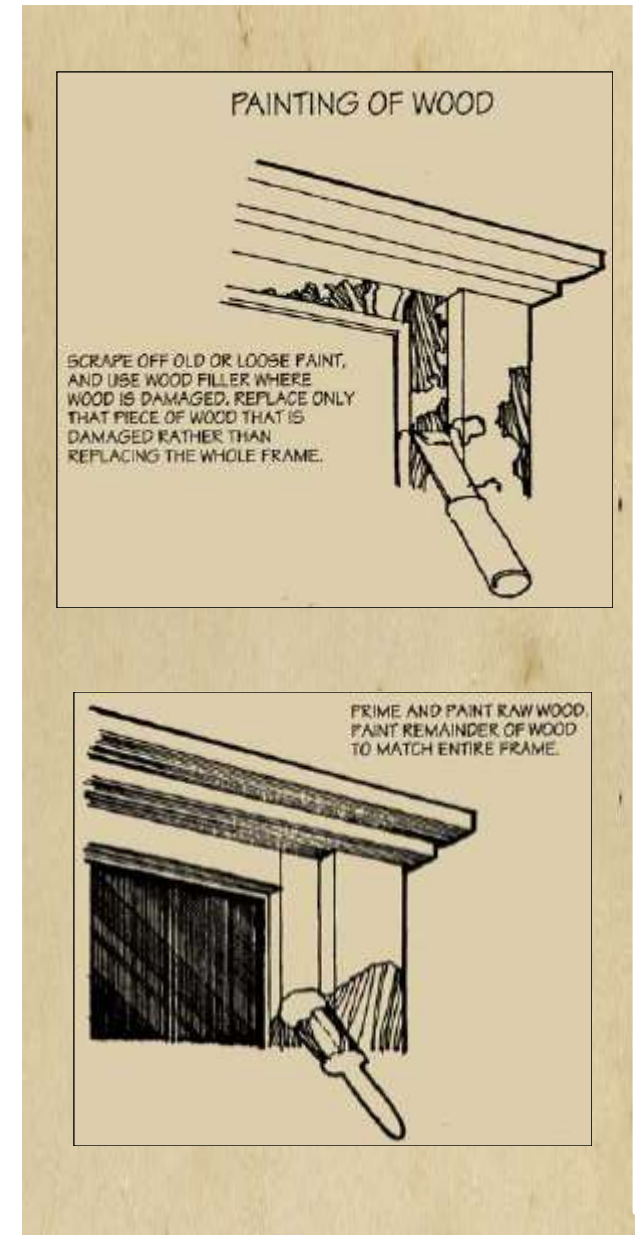
If wood is found to be in need of repair, replace or patch that particular piece of wood. Replacing the wood frame, for example, is not necessary if just one section of frame is damaged. Replace with the same species of wood if possible for uniform finishing. Conversely, refinishing wood should not be a patch job. Rather, the entire frame, as an example, should be refinished. Paint or stain can be removed by several methods. Among these are sanding, melting or dissolving with chemicals. Sandblasting should not be used as it pits and separates the grain.

For more information wood
preservation refer to:

<http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

<http://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm>

<http://www.nps.gov/tps/how-to-preserve/briefs/45-wooden-porches.htm>



Architectural Metals

Architectural metals such as cast iron, galvanized steel, aluminum, copper, zinc, and tin, are used sparingly at roof parapet and flashing. Aluminum is also used for flashing, but mainly for window frames and doors, while metal wall panels are found in modern buildings.

Maintenance:

Any metal encountered can be cleaned. As with masonry, care should be taken to avoid damage by using gentle methods. Sandblasting is to be avoided with cast iron being the only exception. Softer metals can be cleaned with solvents or sanding.

Ferrous metals, (metals with an iron content) such as steel door frames, should be primed and painted. Copper, stainless steel, or other similar metals, were meant to be exposed. Aluminum can be left unfinished, painted, or factory finished with a baked coating.

Repair:

Most Metals in need of repair can be repaired or fabricated and replaced. The De Pere area boasts of competent craftsmen and contractors that can do the job. Metals damaged beyond repair are replaced by wood, fiberglass, epoxy, or other metal. Dissimilar metals must be insulated from each other to avoid electrolysis, a naturally occurring reaction.



Recommended preservation of building's metal.

For More information on
Architectural Metals refer to:

[http://www.nps.gov/tps/how-to-preserve/
briefs/27-cast-iron.htm](http://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm)

[http://www.nps.gov/tps/how-to-preserve/
briefs/8-aluminum-vinyl-siding.htm](http://www.nps.gov/tps/how-to-preserve/briefs/8-aluminum-vinyl-siding.htm)

Windows

Windows are one of the most prominent and important features of storefronts. Unfortunately, they are often the most altered and neglected of the storefront materials. Window replacement can be expensive, but worth the cost when replaced with the proper unit. If the original unit is still in place, repair it rather than replace it. Good windows contain several attributes.

Energy Conservation:

Modern units contain insulated glazing and “thermally broken” frames. Both glazing and frames contain either an air space or gasketing to eliminate frost and moisture penetration. If original units are repaired, custom fabricated storm units can be installed to achieve the same result.

Light Quality:

Proper sizing of the storefront window can enhance the amount of natural light entering. Glass can also be rated to control the type of light entering through, such as E-rated glass which prevents discoloring of merchandise. Tinted glass is not allowed at street level. This can be valuable to the store owner for merchandise display.

Aesthetics:

Window manufacturers offer a wide variety of color, shape, and style in standard units. With additional cost, custom units can be made to fit any opening or building style. If the window is replaced, it should fit the original opening size. Properly designed windows will

enhance the original character of the buildings.

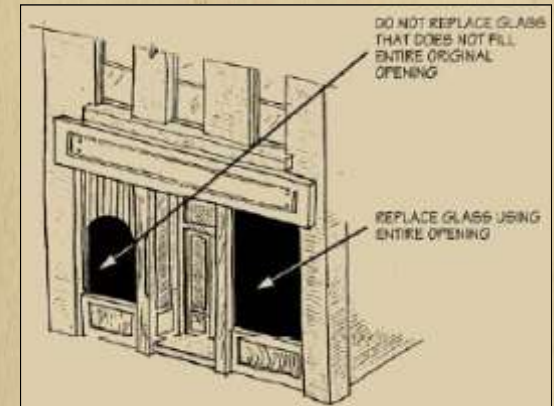
If windows are completely replaced, the new units should contain the same proportions as the original. Consideration should be given to horizontal and vertical mullions that provide design continuity throughout the building. Always use the entire original window opening., even if the opening was partially filled in from previous remodeling.

For More information on
windows refer to:

<http://www.nps.gov/tps/how-to-preserve/briefs/12-structural-glass.htm>

<http://www.nps.gov/tps/how-to-preserve/briefs/13-steel-windows.htm>

<http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>



Recommended window replacement

Utilities

Heating, ventilating, and electrical systems are becoming more sophisticated as energy conservation and green technology is foremost in today's society. It is essential that all systems are inspected by licensed contractors or engineers. Existing systems may have been altered to a condition that is impossible to evaluate by a layperson. Expansion of store area also dictates an investigation of the system's capacity. Store owners should also be aware that spending more money on efficient systems will mean cost savings on a daily basis. All systems must satisfy both the Wisconsin State Building Code and regulations as determined by the City of De Pere. The placement of window units is prohibited. Instead, roof mounted units are permitted - as they are typically screened, or unseen from the streets below.

Energy Audit

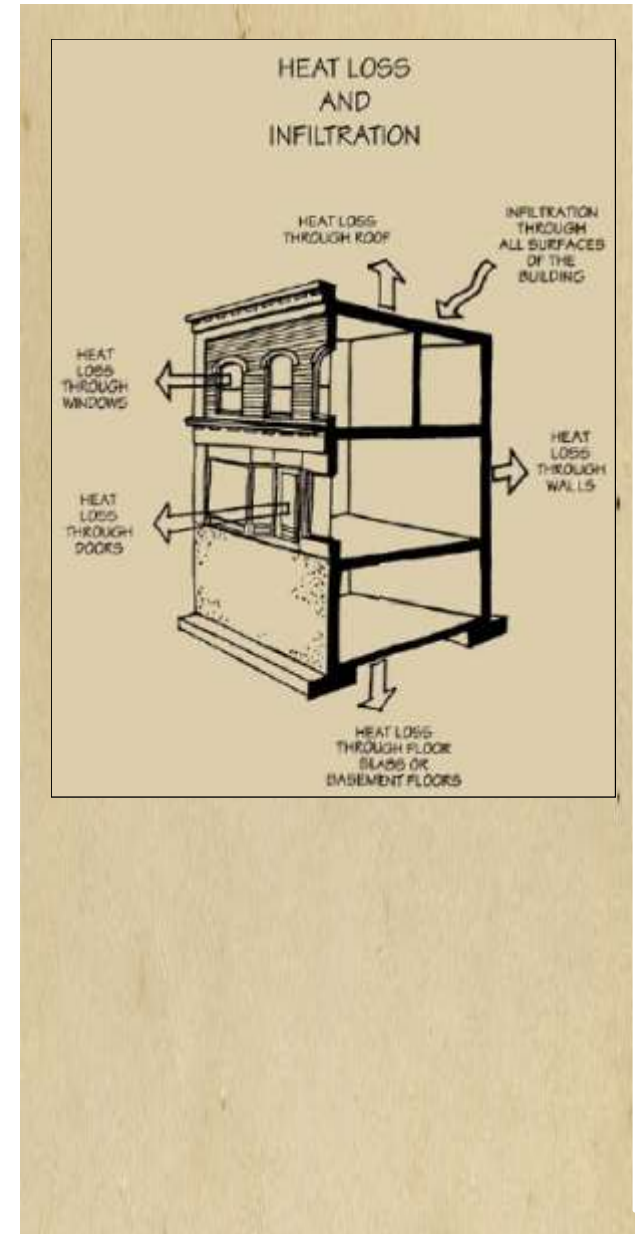
Consider an energy audit if you are remodeling an older building to improve energy efficiency and reduce overall demand on utilities.

A Word of Warning

Maintenance and repair of existing buildings often require removal of undesirable or damaged materials. De Pere's buildings were constructed before asbestos was discovered to be hazardous material. Not only is it unhealthy to remove certain forms of asbestos, it is unlawful. If asbestos and lead-paint or materials containing asbestos is suspected, notify an architect or contractor. They can verify its presence and recommend a certified asbestos removal company.

For information on energy
efficiency refer to:

<http://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm>



An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story white building on the right and several smaller, older buildings on the left. There are trees and greenery interspersed among the buildings. The overall scene is a typical urban landscape.

5. awnings

Awnings

Awnings and Canopies

An awning has fabric (or vinyl) over a thin metal frame. They can be fixed or retractable. A canopy is a rigid structure, either with a flat roof or a pitched and shingled roof. Theater marquees, shingled mansards, or canopies over bank or hotel entries are common examples.

The canvas awning was an important design element in the traditional storefront. It provided shelter for pedestrians from sun and rain, added color, and acted as a transition between the storefront and the upper facade. The awning can also be used as a location for building signage.

If an awning is to be used, its shape should reinforce the frame of the storefront opening. It should be attached below the storefront cornice or sign panel. Awnings should never conceal significant buildings elements, such as columns, piers, trims, transoms, cornices, etc. Each awning should only be as wide as the window or storefront it is located within. If there are multiple storefronts, a separate awning should be used for each, with the space between them matching the space between the storefronts. When one business occupies two or more buildings or storefronts, a separate awning should be used for each, even if they are the same color and design, with the space between them matching the space between storefronts. The same is true for awnings on upper floor windows. There should be a separate awning for each, and the awning should only be as wide as the window itself, and shall not conceal the window trim.

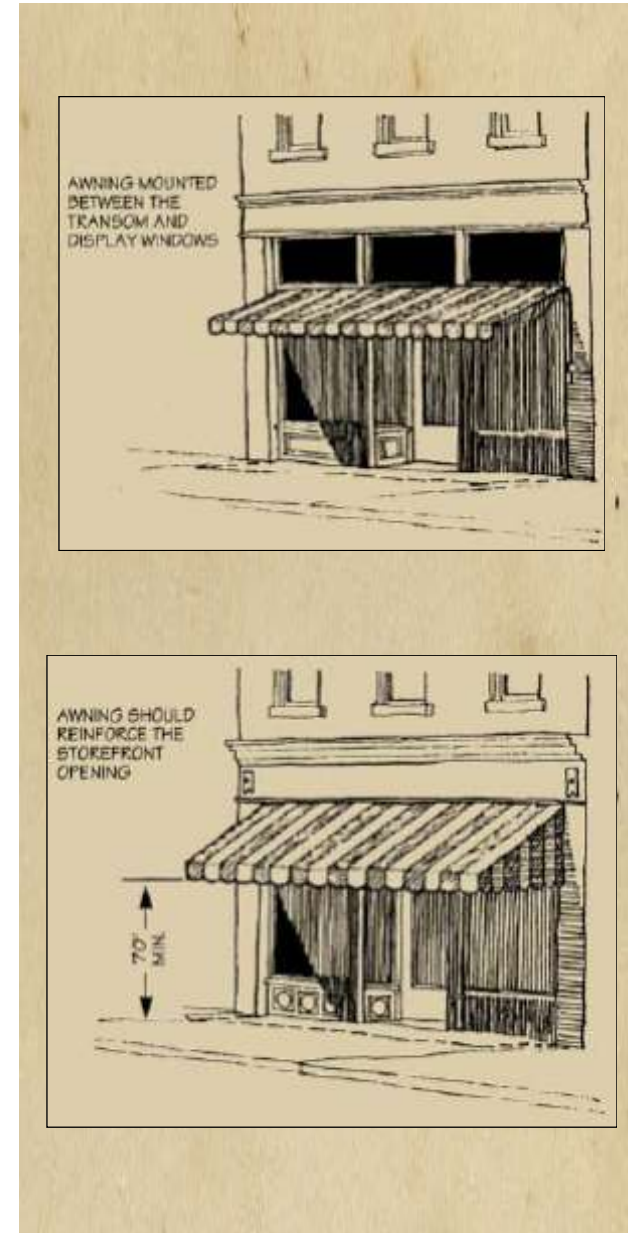
The standard street level awning should be mounted such that its valance is approximately eight feet above the sidewalk and it projects out between 4 and 7 feet from the building.

The awning can also be a useful tool to disguise inappropriate storefront alterations while maintaining the proportions of the traditional storefront.

Color and Material

Awnings are available in several materials and colors of varying cost and durability. They are also available in a variety of profiles. However, the traditional commercial awning material is canvas, not vinyl or shingled, and its profile is the watershed design. Other profiles tend to be too contemporary when placed on a traditional facade. Awning fabric may need replacing after 7-10 years, but the frames can last a long time.

Awning color should be compatible with your building and adjacent buildings.



Awnings

RECOMMENDED

- Retractable awning design
- Preferred material is “Sunbrella”
- Neutral color schemes that coordinate with the building materials

NOT RECOMMENDED

- Shiny or back-lit awnings
- Vinyl for historic buildings
- Metal application except on canopies



Appropriate design feature



Appropriate retractable design



Not appropriate design feature

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story building on the right and several smaller buildings on the left. There are trees and green spaces interspersed among the buildings. The overall scene is a typical urban landscape.

6. signage

Signage

Signs are important to the store owner for advertising, identity, and image. As they are an extremely visible element of the storefront, signs must be used carefully so as not to detract from facades. With a little forethought and careful planning, signage can embrace other store owners needs and De Pere's image.

Placement

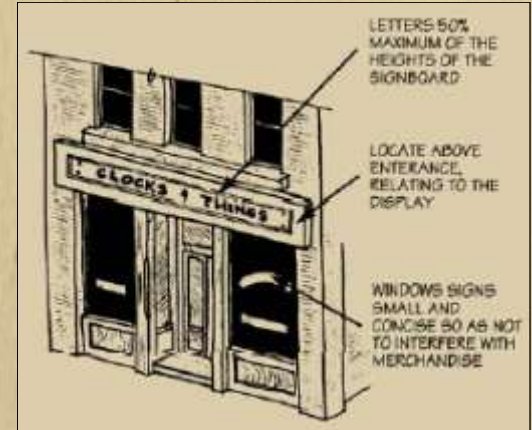
Storefronts should be limited up to three signs – one primary and two secondary.

The primary sign should be located above storefront display windows but below the sills of the second floor windows. On many examples of turn-of-the-century buildings a continuous brick ledge or corbelling is used to separate the second floor and above from the storefront below. This space is ideal for sign placement, as it was often created for this purpose. In some instances, newer buildings contain areas above the highest windows for signage. (This location is acceptable but should be avoided if possible, as a great majority of De Pere's buildings were designed to accept signage above the display windows.) Another option for a primary sign location can be an awning, provided the awning is properly integrated with the building.

Types of secondary signage include hanging, window, awning, blade, or any sign that is located below the primary sign. If a projected sign is planned, placement will be critical to avoid interferences with adjacent signs and architecture of the storefront itself. These signs should be located so the bottoms are no less than eight feet above

the sidewalk. Window signs should consist of a material and color that contrasts with the display, while being small enough to not interfere with display area.

- The architecture of the building often identifies specific locations for signs, and these locations should be used.
- The size of signs shall be in proportion to the size of their location.
- Signs are limited to the business name only.
- To minimize irreversible damage to masonry, all mounting and supports should be inserted into mortar joints and not into the face of the masonry. This technique does not damage the surface and allows for easy removal.
- Signs that are replaced on stucco exteriors can result in unattractive "patched" areas. These potential maintenance problems shall be addressed during the approval process for the sign replacement.
- Signage on awnings is suggested to be placed on the awning fringe or lip at the bottom



Recommended signage placement on awnings

General Guidelines for All Signs (Main Street Overlay District)

Applicability

The standards and guidelines in this manual apply to all properties within the Main Street Overlay district of the City of De Pere.

- All proposed signs consistent with the guidelines stated herein shall require approval by the City.
- The Main Street Design Committee can provide assistance with businesses on signage.
- Signs may not be changed or installed until the City of De Pere has issued the permit.
- Many non-conforming signs will exist within the commercial core of Downtown De Pere after these guidelines are adopted. The intent of the Main Street De Pere Design Committee is to improve the Downtown experience for everyone. Therefore, voluntary compliance with these guidelines is highly encouraged for businesses with existing signage.

Purpose

The intent of the sign design guidelines is to accomplish the following:

- Assist property owners and business owners in understanding City expectations.
- Minimize the time involved for processing sign approvals.
- Encourage creative and innovative approaches to signage.
- Enhance overall property values and the visual environment by discouraging visual clutter of the street.
- Ensure that commercial signs are designed for the purpose of identifying a business attractively and functionally, rather than to serve as advertising.
- Ensure signs on the façade of buildings reinforce the existing characters and are in rhythm with the architecture.
- Establish reasonable and improved standards for business identification.
- Promote economic vitality in the downtown.

permitted signs

The following sign types are permitted in the Main Street Overlay District

- Wall Signs
- Awnings & Canopy Signs
- Projecting Signs/ blade signs
- Window Signs (Painted, neon, vinyl)
- Plaque Signs
- Restaurant Menu Signs
- Monument Signs
- Tenant Directory Signs
- A-Frame Signs (Sidewalk Signs)
- Temporary Signs
- Business Center Signs
- Portable Signs (Limited Use)
- Neon

All signs in the Main Street Overlay District must be either exterior-lit (halo) or non-lighted.

General Guidelines for All Signs (Main Street Overlay District)

Overview

- All signs should be architecturally integrated with their surroundings in terms of size, shape, color, texture, and lighting so that they are complementary to the overall building design.
- Signs should complement the character of the building and its use.
- Signs should respect the immediate context of the building's location and the overall character of Downtown De Pere.
- Signs should be designed with the purpose of promoting commercial and street activity while enhancing the pedestrian experience.
- The size of signs and its letters should be located in the logical "signable areas."
- Signs are not permitted to cover or obscure architectural features of buildings.
- Design elements such as window patterns (vertical and horizontal rectangles, arches, squares, etc.) will help determine the sign shape that will suit the building.
- All signs are to be maintained properly such that they are always in clean, working condition and the copy is not obscured or damaged.
- New signs proposed for existing buildings should provide a compatible appearance with the existing signage of other tenants.

Permitted Sign Area

The table to the right provides some general information related to the permitted sign area. Please refer to the City Signage Code (Chapter 98) for specific restrictions.

Size

Big does not necessarily mean powerful. Primary signs of proper size can combine with the entire storefront to become more meaningful than just the sign itself. The sign must be subordinate to the building, not the opposite. Actual size may vary, but signboards, if used, need not exceed two and a half feet high. This size is appropriate for distances the sign will be read from in a downtown setting. Letters should be not less than eight inches, nor more than eighteen inches high. Lettering should account for 50% - 65% of a signboard.

allowable sign area per building exposure

Please refer to the City of De Pere Signage Code for specific restrictions.

Wall Signs	Maximum 1 sq. ft. for each linear foot of the storefront, not to exceed 50 sq. ft. and cannot be wider than the storefront
Awnings & Canopy Signs	Maximum 1 sq. ft. for each linear foot of the storefront not to exceed 30 sq. ft.
Marquee	Maximum 1 sq. ft. for each linear foot of the storefront not to exceed 30 sq. ft.
Projecting	Maximum 1 sq. ft. for each linear foot of the storefront not to exceed 8 sq. ft. per face
Monument	Maximum 1 sq. ft. for each linear feet of the building exposure; not to exceed 30 sq. ft.
Sidewalk	Maximum 8 sq. ft. per sign face, 16 sq. ft. per sign

General Guidelines for All Signs (C-2 District)

Letters

Letter styles (fonts) are numerous and can vary in color. Choose a color that compliments the building as well as contrasts with the background of the signboard. Light letters on a dark background provide the easiest reading. Businesses should use a sign or design company (architect) to prepare business signage, signs should not be hand-made.

Message

Messages should be kept simple in content. The major function of the sign is to introduce the storefront and its contents. Wording should be minimal, and slogans avoided. Descriptive words should be used rather than providing listings of items to be sold. Simple wording is easier to read by pedestrians and street traffic.

Multi-Storied Buildings

- Ground floor tenants should place signs at the storefront level.
- Window signs are permitted on upper stories (see guidelines for qualifying signs).
- Upper story tenant signs shall be window signs not exceeding 30% of each window area.

Design & Materials

- Exterior finishes, and colors should be similar or complimentary to those of the building or structures on site.
- Signs should be professionally constructed using high-quality materials such as metal, stone, hard

wood (MDO plywood, high density foam), brass-plated, or exposed neon.

- Internally lit letters (other than exposed inert gas tubing) or box signs ARE PROHIBITED.
- The colors and lettering styles should complement the building facade and neighboring businesses.
- Excessively bright colors or over-scaled letters are not recommended to used as a means to attract attention.
- The design and alignment of signs on multiple use buildings should compliment each other such that a unified appearance is achieved.

Sign Message

- Primary signs contain only the name of the business and/or its logo. Secondary text identifies services and should be located in a secondary position on the sign.
- Signage that contains advertising is not permitted.
- Sign message must be designed to fit properly into the sign location.
- Modification to logos and corporate identifiers may be required to fit attractively in the space provided.
- Sign fonts shall be selected to provide both clarity and artistic integrity.



Appropriate sign design and materials used

General Guidelines for All Signs (C-2 District)

Sign Lighting

- Projecting luminaries used for externally illuminated signs should be simple and unobtrusive in appearance. They should not obscure the graphics of the sign
- Direct external lighting directed away from vehicles, or pedestrians, or adjacent property.
- Back-lit, halo-lit illumination, or reverse channel letters with halo illumination are allowed for lighting purposes. Such signs convey a subtle and attractive appearance and are very legible under moderate ambient lighting conditions.
- Internally lit signs and signs which use blinking, marquee, or flashing lights are NOT PERMITTED. Visible raceways and transformers are highly discouraged and should be painted to match the exterior so it blends in as much as possible. Sign installation details shall indicate the location of the transformer and other mechanical equipment.
- Where letter signs face residential areas, a low level of brightness shall be maintained with the use of halo-lit letters or down lighting (i.e. gooseneck luminaries).



Appropriate external lighting of sign



Appropriate halo-lit sign design feature

Permitted Signs & Specific Guidelines

Wall Signs

Wall signs or flush mounted signs are to be mounted flush and fixed securely to a building wall, projecting no more than 12 inches from the face of a building wall, and not exceeding sideways beyond the building face or above the window sill of the second story window.

- Wall signs should be located on the upper portion of the storefront, within or just above the enframed storefront opening. The length of the sign should not exceed the width of the enframed storefront.
- Wall signs shall be placed within a clear signable area. Signable areas are defined as an architecturally continuous wall surface uninterrupted by doors, windows or architectural detail.
- Wall signs shall not exceed 1 square foot for each lineal foot of storefront, with a maximum of 50 square feet, and a minimum of 10 square feet for ground floor businesses. Second floor businesses are allowed 1 shared wall sign per entrance not to exceed 8 square feet.
- Wall signs shall be mounted in locations that respect the design of a building, including the arrangement of bays and openings.
- Signs should not obscure windows, grillework, transoms, pilaster, and ornamental features. Typically, wall signs should be centered on horizontal surfaces (i.e. over a storefront opening)

- Wall signs shall be designed to be compatible with the storefront in scale, proportions, and color.
- Signs should be designed to create a projection, provide shadow relief, and a substantial appearance.
- Signs painted directly onto building are prohibited.
- Existing buildings with signage above the window sill of the second story window can be replaced with a sign of the same size, shape, and lettering size.

Awning & Canopy Signs

- This type of sign is typically printed on, painted on, or attached to an awning or canopy above a business door or window. They generally serve to bring color to the shopping environment and are oriented toward pedestrians from the opposite side of the street. They also identify the main entrance to an establishment.
- Awning sign area shall have a maximum of 1 sq ft for each linear foot of storefront not to exceed 30 sq ft.
- Lettering and logo shall comprise of no more than 30% of the total exterior surface of an awning or canopy. The maximum allowed is 1 square foot for each lineal foot of storefront.

- Awnings and canopies must be permanently attached to buildings.
- The minimum height of awnings shall be 7 feet from the lowest point lowest point to the sidewalk
- Open-ended awnings are preferred.
- Awnings and canopies shall be mounted on the horizontal framing element separating the storefront window from the transom (A crosspiece separating a doorway from a window)
- Awnings shall be designed to project over individual window and door openings and not project as a single continuous feature extending over masonry pier or arches.
- Awnings shall be mounted on the wood or metal framings within a door or window opening, not on the wall surrounding the opening.
- Awnings with back-lit graphics or other kinds of interior illumination are not permitted.
- Matte finish canvas or acrylic coated fabric is preferred. Vinyl is not a permitted material.
- Awnings with a solid color are preferred. Striped awnings may be appropriate for some buildings without ornamental facades. Striped awnings with highly contrasting, bright colors are discouraged.

Permitted Signs & Specific Guidelines

Projecting Signs

These signs are affixed to the face of a building or structure and project in a perpendicular manner more than 12 inches from the wall surface of that portion of the building or structure to which it is mounted. Projecting signs are strongly encouraged and should be carefully designed to reflect the character of each building and business as well as fitting comfortably with other adjacent signage.

- Projecting signs should not be mounted above the second floor windowsill in multi-storied buildings.
- The design of the sign should consider visually interesting elements such as square or rectangular shapes with painted or applied letters, two or three dimensional symbols or icons, irregular outlines, and/or internal cutouts.
- Projecting signs shall be small in scale and provide a vertical clearance of 7 feet along pedestrian areas.
- Projecting signs shall be oriented to pedestrians passing along the sidewalk in front of the building rather than to automobiles or pedestrians on the far side of the street. This can be achieved by providing a minimum clearance of 12 inches between building face and sign, while maintaining a maximum projection of 48 inches.
- Projecting signs should fit within an imaginary rectangle with a maximum area of 8 sq. ft. per face, not to exceed 16 sq. ft. per sign.

- Upper floor businesses may have 1 shared projecting sign per entrance not to exceed 8 sq. ft.
- Mounting hardware should be an attractive part of the sign design. Simple round pipe brackets with plugged ends or added decorative elements are generally appropriate for signs. These decorative elements should be mounted in the mortar, not the brick. However, decorative metal brackets add to the character of the building.
- For multi-tenant buildings, a maximum of one projecting sign per storefront is allowed and there must be a minimum of 20 feet between projecting signs.

Marquee Signs

- Marquee signs are projecting signs attached to or supported by a permanent canopy often made of metal and glass. Marquee signs are to be installed only on buildings occupied by theaters, cinemas, or performing arts facilities.
- The sign copy of marquee signs shall be limited to the facility's name and changeable copy related to upcoming and future attractions.
- The facility name portion of the sign should not exceed 40% of the total sign area and the changeable copy portions of the sign should not exceed 80% of the total sign area.

- Marquee signs are subject to 1 square foot for each linear foot of building exposure, not to exceed 30 square feet.
- Marquee signs must maintain a minimum clearance of 7 feet.



Movie theatre marquee sign

Permitted Signs & Specific Guidelines

Window Signs

These signs are painted, posted, displayed, or etched, on an interior translucent or transparent surface, including windows or doors. Window signs generally contain only text but in some circumstances can express a special business personality through logos or images combined with color.

- Window signs shall not exceed 30% of the window area so that visibility into and out of the window is not obscured.
- Sign copy should not exceed 12 inches in height.
- Window signs should be created from high quality materials such as paint, gold-leaf, custom vinyl cut outs, or neon.
- Window signs should be applied directly to the interior surface of the glazing or hung inside the window thereby concealing all mounting hardware and equipment.
- Well designed window graphics shall be used in the construction of the sign to attract attention but still allow pedestrians to view store interiors.

Blade Signs

Hanging signs are similar to projecting signs except that they are suspended below a marque or under a canopy. Hanging signs are generally smaller than projecting signs due to their lower mounting height.

- Hanging signs shall be used only at ground floor locations except for upper floor businesses with covered entry porches and balconies.
- Hanging signs shall be treated similar to, but smaller than, projecting signs.
- Hanging signs, excluding support rods, chains or similar hangers, shall fit within an imaginary rectangle with a maximum area of 4 square feet.
- Signs shall be oriented toward the pedestrian and should impart a sense of creativity in its design.

Plaque Signs

This type of signage is a small version of wall signs that are attached to surfaces adjacent to shop front entries

- Plaque signs are to be located only on wall surfaces adjacent to tenant entries.
- Plaque signs are to fit within an imaginary rectangle with a maximum area of 2 square feet.
- Limit plaque sign projections from wall surfaces to a maximum of 2 inches

- Signs can only include the business name and a business logo. Unless they are historic markers depicting the building's significance, in which case more information can be included about the building.
- Historic Markers do not count against the total number of signs
- Plaque signs are encouraged to include unique designs or other visually stimulating decorations and may be irregular in outline shape.
- Limited to one at each entrance.



Appropriate window signage design

Permitted Signs & Specific Guidelines

Restaurant Menu Signs

These types of signs incorporate a menu containing a listing of products and prices offered by the business. Such signs facilitate the customer in locating a restaurant in which to patronize.

- Restaurant menu signs should be located in a permanently mounted display box on the surface of the building adjacent to the entry. Taping the menu is NOT appropriate.
- For special circumstances in which restaurants occupy a considerable amount of window space, menus are to be decoratively displayed in the window adjacent to the entry.
- High quality materials and artistic designs should be used in the construction of menu signs.
- Limited to one at each entrance.
- Restaurant menu signs are not included in the calculation of maximum sign area.
- Menu Signs do not count as 1 of the business's maximum number of signs.
- The allowable area for restaurant menu signs shall be a maximum of 3 square feet.
- Restaurant menu signs shall be appropriate in size, location, and design to the character and architectural detail of the building as well as to the character of the restaurant.

Monument Signs

This sign is a freestanding ground mount sign.

- Monument signs do not overhang public property and have a solid footing.
- Monument signs should be constructed out of materials that compliment the building.
- Architectural lines which compliment that of the building should be incorporated, especially with respect to the top of the sign.
- The design of the sign structure and the text should express high quality construction.
- Monument signs should be composed of individual lettering.
- Letter heights should not exceed 8 inches.
- Monument signs may be illuminated either by external fixtures designed to compliment the appearance of the sign or halo-lit illumination. Internal illumination is NOT PERMITTED.
- Sign text should be limited to the building or project name, logos, and the business address.
- The maximum sign height, including the sign base, shall not exceed 6 feet.
- Monument signs should only be used when other alternative types of signage would not provide adequate identification.



Appropriate monument sign design



Restaurant Menu Sign Example

Permitted Signs & Specific Guidelines

Tenant Directory Signs

This type of sign is used to identify multi-tenant buildings and businesses that do not have direct frontage on a public street. Tenant directory signs shall be constructed and oriented to the pedestrian.

- Tenant directory signs shall be mounted flat against a solid wall or incorporated into a monument sign located on the property on which the tenants are located.
- Sign size shall meet the requirements of the sign type.
- The sign copy may include the following building or project name, project logo, address, business tenant names, and suite number or letters.
- The letter size of the building name, project name, or logo should not exceed 4 inches in height. All other copy should not exceed 2 inches in height.
- Tenant directory signs should be constructed of materials that compliment both the building structure and its use.
- Freestanding signs are considered monument.



Appropriate directory sign design features

Permitted Signs & Specific Guidelines

A-Frame Signs (aka Sandwich Board Signs)

A-frame signs are designed to stand on their own private property. Such signs are portable and are usually placed to attract pedestrians into shopping areas.

- A-Frame signs should be constructed using one of the following durable materials: wooden or metal signs suspended from a wire frame, wooden A-Frame signs with open bases, or shaped silhouette signs made of plywood, metal or similar wood-like material that can withstand various weather conditions.
- Glass, breakable materials, paper, laminated paper, vinyl, plastic, PVC pipe frames, or illumination are NOT PERMITTED materials for A-Frame signs.
- A-Frame signs should reflect the character of the business and building, just like monument signs.
- A-Frame sign designs should be uncluttered, with a minimum amount of text. Logos and graphics are encouraged.
- A-Frame signs must not be permanently affixed to any object, structure, or the ground.
- The maximum sign area for the A-Frame sign is 8 square feet. Sign area is calculated on one side only.
- A-Frame signs may contain one area not larger than one square foot in size, with small text. The remainder of the sign lettering shall be 2-4 inches high
- The maximum size for rectangular A-Frame signs is 4 feet in height and 2 feet in width. Rectangular signs are required to have an open base, either with widen or cut-outs or legs.
- The maximum recommended size for shaped silhouette A-Frame signs is inches in height and 30 inches in width, provided the maximum sign area is not exceeded.
- Signs shall be placed only on sidewalks where a minimum 5 ft. clear sidewalk is maintained.
- No sandwich board sign shall be placed within 10 linear ft. of another sandwich board sign measured from the base of each sign, 48 inches from all obstructions within the sidewalk right-of-way, 10 feet from a building corner or pedestrian walk, 25 ft. from an intersection, and minimum 2 ft. from the curb.

Abandoned Signs

Abandoned signs within the district are covered by section 98.6 of the sign ordinance

Changeable Signs

Whiteboard, chalkboards, or other changeable letter areas are not to exceed 80% of the sign, and must be framed with something that reflects the character of the business and building.



Appropriate A-frame sign designs

Signage

RECOMMENDED

- Signage/lettering below the second story company's brand windows
- Use of neutral tones that compliment the building façade and still fall in line with the company's brand.
- Appropriate window signage application
- Projecting signage within specified square footage.



Appropriate design feature



Appropriate design feature



Appropriate design feature

Signage

NOT RECOMMENDED

- Bright color advertisements applied directly to the surface of the building.
- Temporary/ portable signs not approved by City.
- Back-lit signs
- Banners applied to building facade.
- Oversized signage beyond the limited square footage described in these design guidelines.



Not appropriate design feature



Not appropriate design feature



Not appropriate design feature

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story white building on the right and several smaller, older buildings on the left. There are trees and greenery interspersed among the buildings. The overall scene is a typical urban landscape.

7. l i g h t i n g

Lighting

Lighting on the building facade is an important element when considering visibility in the evening hours. Generally the street lighting installed by the city provides good illumination of the overall building facade.

To attract attention to the storefront area there are a couple of traditional methods of lighting:

- Well Lit Display Windows
 - Attract attention to items in your window
 - Residual light washes the sidewalk, attracts pedestrians, and provides safety
- Light Over the Recessed Entry Door
 - Attract attention to items in your window
- Lighted Signage in the Window
 - Neon
- Architectural Lighting
 - Up-lighting on prominent building features
- Signage Lighting
 - Goose neck lighting

Storefront lighting should be tastefully done either to highlight your product, your building, or your signage. Flashing lights, flashing signage, digital signs, or excessively bright lights are not appropriate.

RECOMMENDED

Description of recommended design concepts.

- Lighting style that is consistent with the downtown
- Exterior color of fixture is appropriate for application.

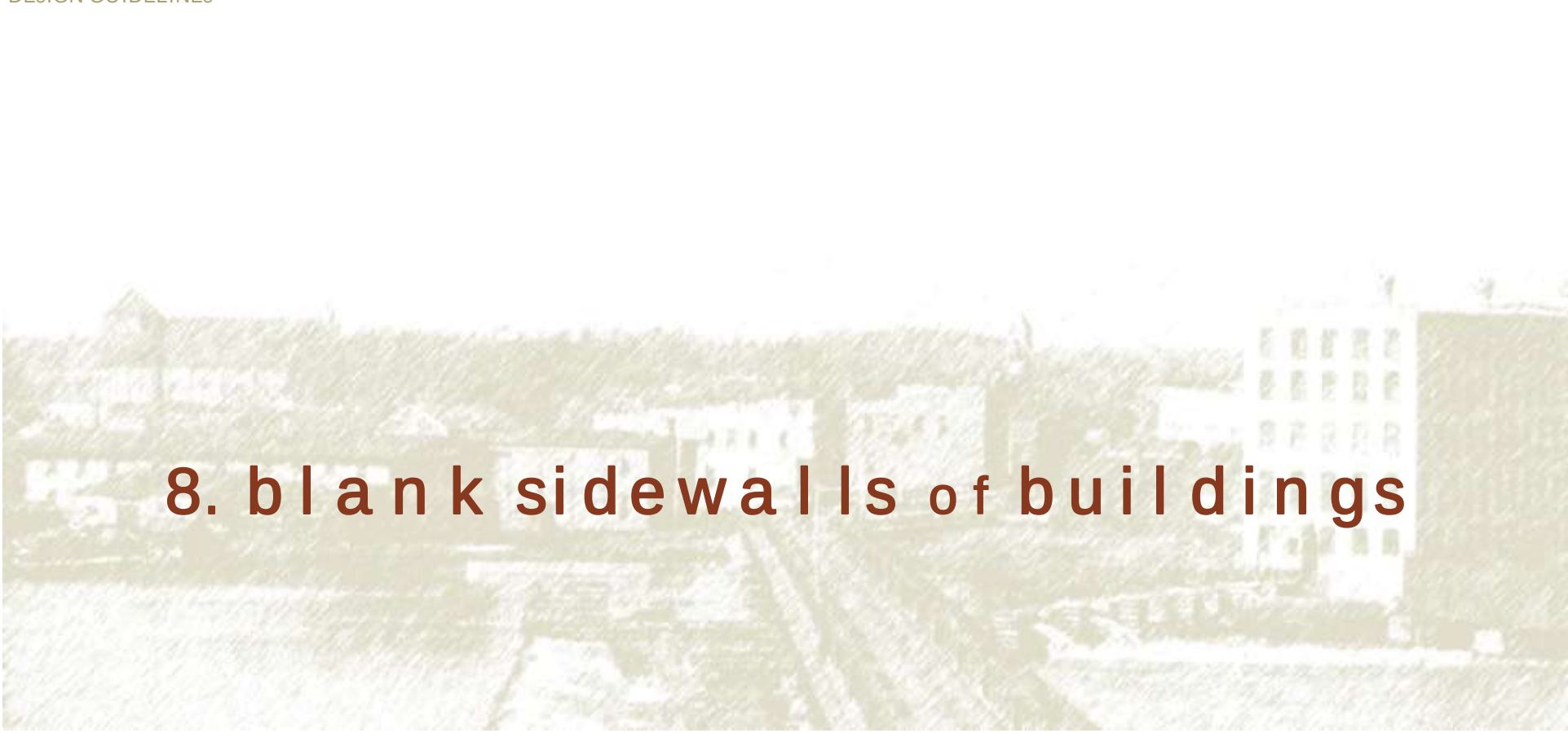
NOT RECOMMENDED

Description of non-recommended design concepts.

- Flashing Lights
- Over excessive brightness for application
- Disruptive to traffic or pedestrians
- Internally lit



Appropriate exterior lighting fixtures and color

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story building on the right and several smaller buildings on the left. There are trees and greenery along the sidewalks and in the background. The overall scene is a typical urban landscape.

8. blank sidewalls of buildings

8. Blank Sidewalls of Buildings

Blank Sidewalls of Buildings

The introduction of vehicular and pedestrian circulation patterns, as well as adjacent building demolition will create a potential problem of exposing sidewalls. These walls are more difficult to aesthetically treat because there is less design elements to work with. Trim is held to a minimum, and there are generally fewer windows, doors, or other features to treat. One must also realize sidewall mounted signs are to be avoided due to City ordinances. However, there are several treatments that can be used to help “dress up” a blank wall.

Murals applied directly to the building façade is not allowed; however they are encourage to be painted on removable panels. If the masonry is already painted, this is an exception.

RECOMMENDED

Description of recommended design concepts.

- Appropriate neutral colors that represent typical building material and compliment each other
- Similar façade material, creating a seamless sidewall

NOT RECOMMENDED

Description of non-recommended design concepts.

- Unfinished application to wall
- Different materials from existing structure.



Appropriate Blank sidewall of building.

8. Blank Sidewalls of Buildings

Graphics

Non advertising graphics are allowed. However, wall graphics can be visually unappealing if done incorrectly – too many colors, colors used incorrectly, proportion, and the type of graphic can become distracting and sometimes worse than a blank wall. We recommend the following:

- Submit a colored and correctly scaled drawing of the graphic and sidewall for review and approval by the Main Street De Pere Design Committee.

- The graphic relates directly to the store's product or logo. This assigns a definite purpose to the graphic, other than merely covering the wall.

RECOMMENDED

Description of recommended design concepts.

- Related to store logo
- Appropriate color scheme for building
- Appropriate size in proportion to building



Appropriate design feature



Appropriate design feature



Appropriate design feature

Graphics

NOT RECOMMENDED

- Bright colors applied directly to building siding
- Advertising painted directly onto building siding



Not appropriate design feature



Not appropriate design feature



Not appropriate design feature

8. Blank Sidewalls of Buildings

Continuation of Storefront Elements

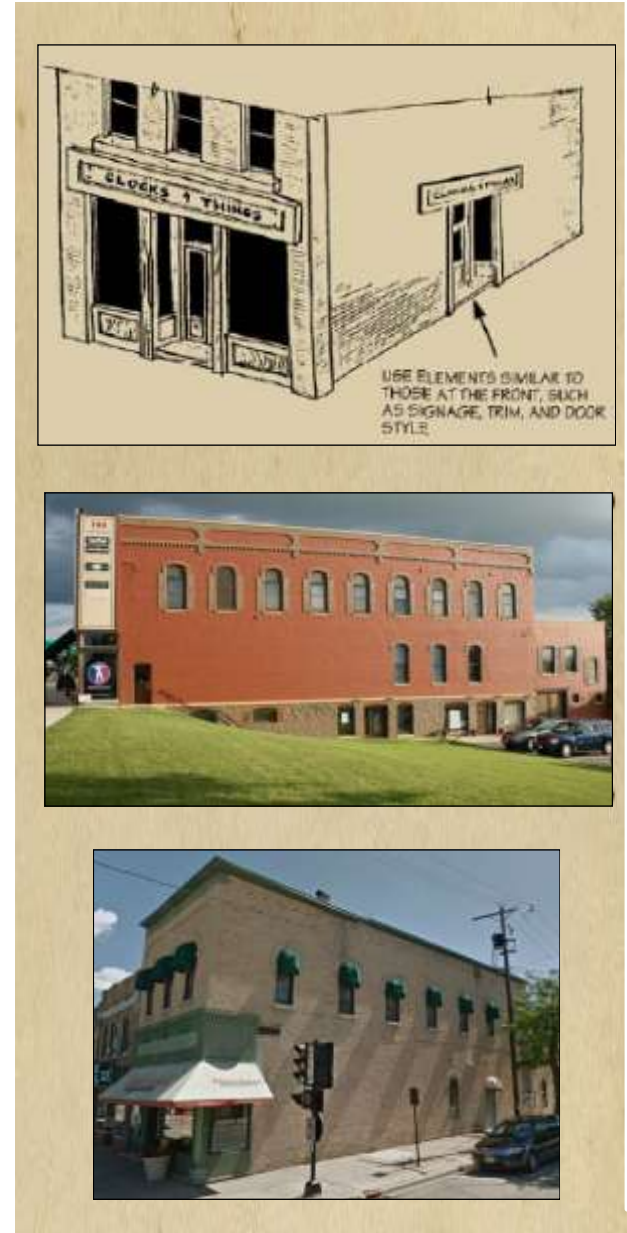
Strong storefront elements can be copied and extended across the sidewall. Examples are facade trim, window head millwork, wall accent trim, or paint color. The introduction of these elements add a horizontal or vertical rhythm, and interrupt an otherwise monotonous wall. This also prepares the pedestrian for what they will see when approaching their storefront.

Doors and Windows

When a sidewall is exposed, and is adjacent to parking or pedestrian access, the introduction of a door would serve not only as an entrance, but would add interest to the wall as well. The door should include trim and other physical amenities to invite use and avoid the appearance of a hole in the wall. The addition of windows visually opens the wall and buildings interior to the pedestrian. Caution should be used when adding doors, windows, and their amenities to avoid competing with the main entrance.

Landscaping

If the sidewall is clean and not bland enough to warrant the addition of a storefront elements or doors or windows, landscaping is an economical solution. When designed and installed professionally, landscaping can add rhythm, pattern and concealment. Landscaping can be used in conjunction with other treatments. It should be noted that landscaping requires maintenance and is susceptible to damage.





9. Landscaping

Landscaping

Landscaping of the streetscape can help to soften the pedestrian environment at the street by adding color and life to an otherwise hard, somewhat noisy area. The City is responsible of the installation and care of street landscaping, however, business owners are responsible to maintain the terrace.

Owners can supplement what is already in place by providing plantings of their own. Plantings can be permanent or portable planters. Plantings can be used to screen trash receptacles, non-accessible doorways, and parking areas. Owners are encourage to work with the City to ensure landscaping does not impact required access routes.

If you have landscaping, it must be maintained. An empty or poorly maintained flow box can be unsightly. Shrubbery or trees that are not properly or regularly trimmed could be an eyesore.

Consult with a qualified nursery to select plantings which will perform well, given the locations and conditions of your site.

For more information:

For questions or assistance on what can be done with the terrace areas please contact the City Forester at 920-339-8362.



Appropriate landscape design feature

Landscaping

RECOMMENDED

- Planters
- Use of side or rear entrances to soften appears



Appropriate design feature



Appropriate design feature



Appropriate design feature

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story white building on the right and several smaller, older buildings on the left. There are trees and greenery interspersed among the buildings. The overall scene is a typical urban landscape.

10. visual screening

Visual Screening

Many places of business have outside appearances that often prove unsightly. Trash receptacles, condensing units, electrical transformers, and other obstruct pedestrian movement. As essential as they may be, these objects do little to add to the aesthetics of the building. There are several methods of reducing their negative affect,

Elimination:

If possible, eliminate these objects. Trash receptacles can be located inside if space is available. Air conditioning condensers can be roof mounted and electrical transformers can be installed inside the building. Transformers must be housed in a fire-rated and ventilated area.

Placement:

The most economical method of “screening” is placing objects away from pedestrian and vehicular traffic. Consideration should be given to access for maintenance and pickup especially for recycling receptacles.

Concealments:

In many instances, trash receptacles, condensers, or transformers must occupy the same general area desired for pedestrians. The only option is concealment. There are many visual barriers available on the market. Wood fences, or metal fences with wood or plastic slates are a few. Considering shared dumpster locations is a good idea. These are

acceptable, but preferable method is to construct visual barriers with materials consistent with the adjacent building. A blending of materials is more compatible with the storefront. Another method of concealment is the use of landscaping. With professional assistance, the proper pattern and species of plants can be realized. It should be noted however, that landscaping will need care.



Visual Screening

RECOMMENDED

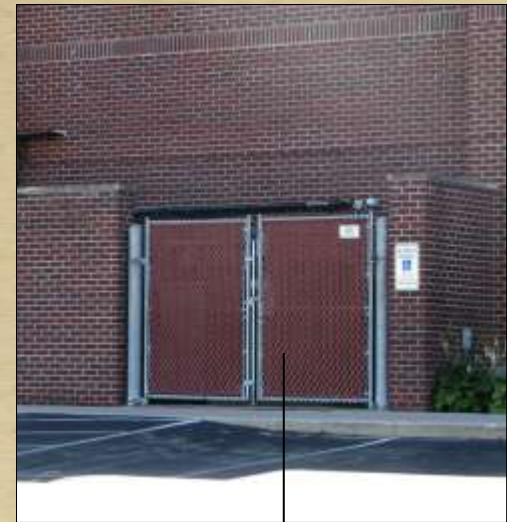
- Use to hide trash receptacles, condensers, or transformers
- Use of landscaping instead of constructed materials if possible
- If landscaping isn't applicable, then use similar materials to the existing building



Appropriate design feature



Appropriate design feature



Appropriate design feature

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story building on the right and several smaller buildings on the left. There are trees and greenery along the sidewalks and in the background. The overall scene is a typical urban landscape.

11. rear facades

Rear Facades

Building and business identity are important considerations to the store owner. Access must also be considered important to insure convenience, safety, and repeat business of the customer. Pedestrian access must be associated with parking and a clear identity of entry points.

Front Entrances

If at all possible, the front entrance should be the most important. Front entrances are integral to storefront design, giving the street the “hometown” image, inviting browsing and window shopping. Canopies, color, signage, and proportions of the building can combine with the front entrance to create a strong image.

Rear and Side Entrances

Some of De Pere’s busy streets, particularly portions of Broadway and Main Avenue, are busy enough to warrant rear or side entrances. These entrances are conveniently accessible to more parking than that in the front. For this reason, rear and side entrance treatments should include the entire exposed rear and side walls for identity. The potential impact of these walls is often overlooked.

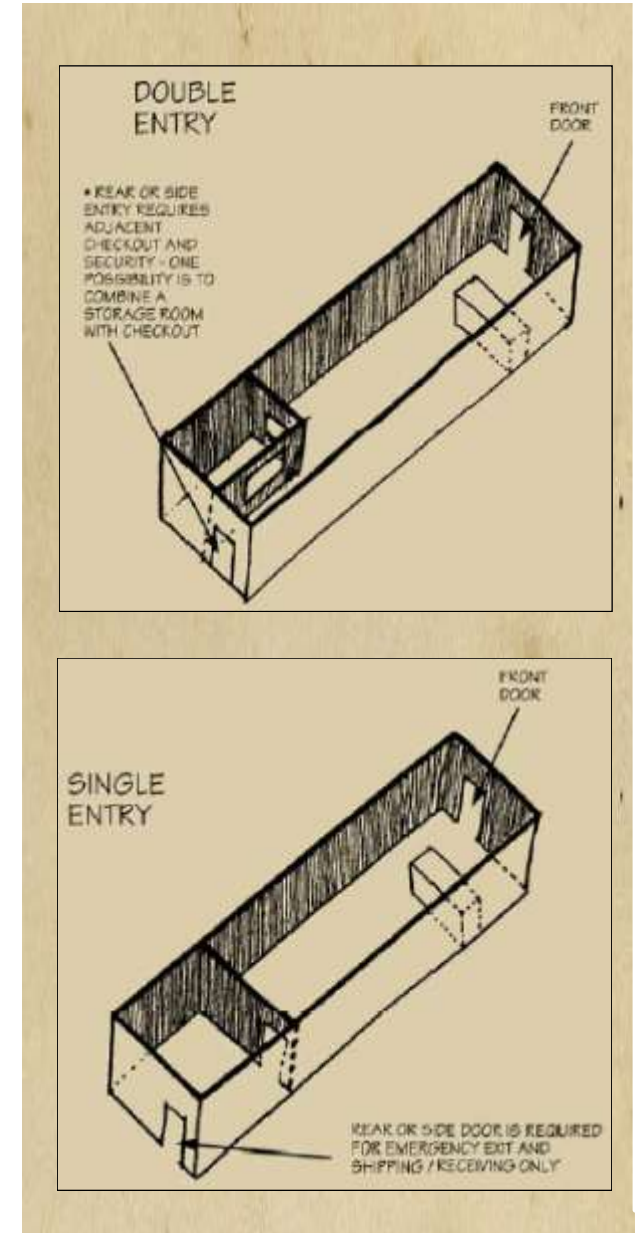
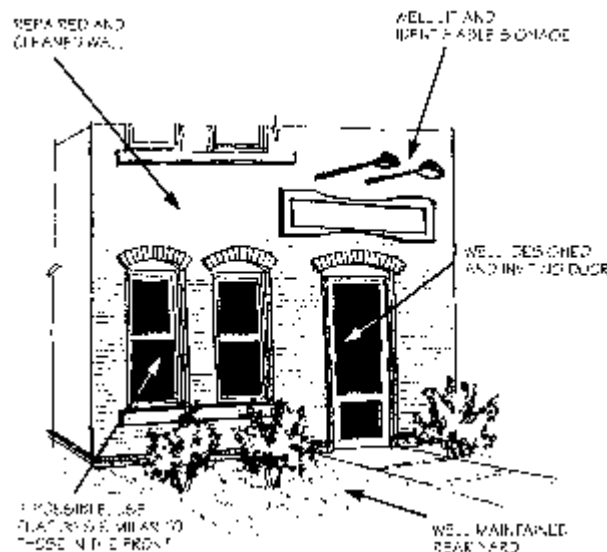
A combination of front entrances with side or rear entrances is called “double fronting.” There are certain advantages to double fronting:

- Circulation patterns are enhanced
- Better access to off-street parking
- Store identity is created on more than one side of the building.
- Alternative access during road construction or events

Double front can also create disadvantages:

- Initial cost of remodeling is increased
- Maintenance cost are increased as additional doors, windows, and sidewalks are created
- Security problems increase

Front, side, or rear entrances must share a common characteristic of presenting an attractive door to the pedestrian. Usually, the best doors are the original units properly maintained and repaired. If these are beyond repair, new doors can be made to closely resemble to original doors. Another option is to use simple, cleanly designed aluminum doors that will not detract from existing wall treatment. The so-called Colonial, Georgian, or Early American doors are poor representations of their namesake.



Rear Facades

RECOMMENDED

- Should have common design characteristics compared to the main entrance
- Appropriate lighting
- Appropriate signage similar to main entrance
- Similar materials to main entrance

NOT RECOMMENDED

- Poorly lit entry



*Appropriate design feature, however,
a door with more glass is encouraged*



Not appropriate design feature

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story building on the right and several smaller buildings on the left. There are trees and greenery interspersed among the buildings. The overall scene is a typical urban landscape.

12. infill structures

12. Infill Structures

Infill Structures/Redevelopment

New construction on vacant lots in downtown should be encouraged. The success of these buildings can be enhanced by recreating the original rhythm of existing building facades. It is important that individual buildings act as part of the entire street facade. When a building is missing and a parking lot or park takes its place, the street scape is disrupted where these obvious “gaps” exist.

The design of new buildings must be appropriate and compatible with neighboring buildings. Because these infill buildings are new they should look new and not attempt to duplicate historic structures. Their appearance, however, should be sensitive to the characteristics of its surrounding buildings. Infill structures must take design cues from existing architectural parameters already established downtown.

Proportion

The height and width of infill structures will be determined by the proportions of buildings immediately adjacent. Height should match adjacent buildings. Width should fill the entire void between buildings. If the void is very wide, the façade should be broken up into discernible bays which mimic the rhythm of facades on the streetscape.

Composition

The organization of elements of new facades should be similar to that of surrounding facades. Storefront cornice heights, bulkhead heights, rhythms that exist throughout the block should be carried out in the new façade. Existing window opening patterns of the upper façade and existing window openings

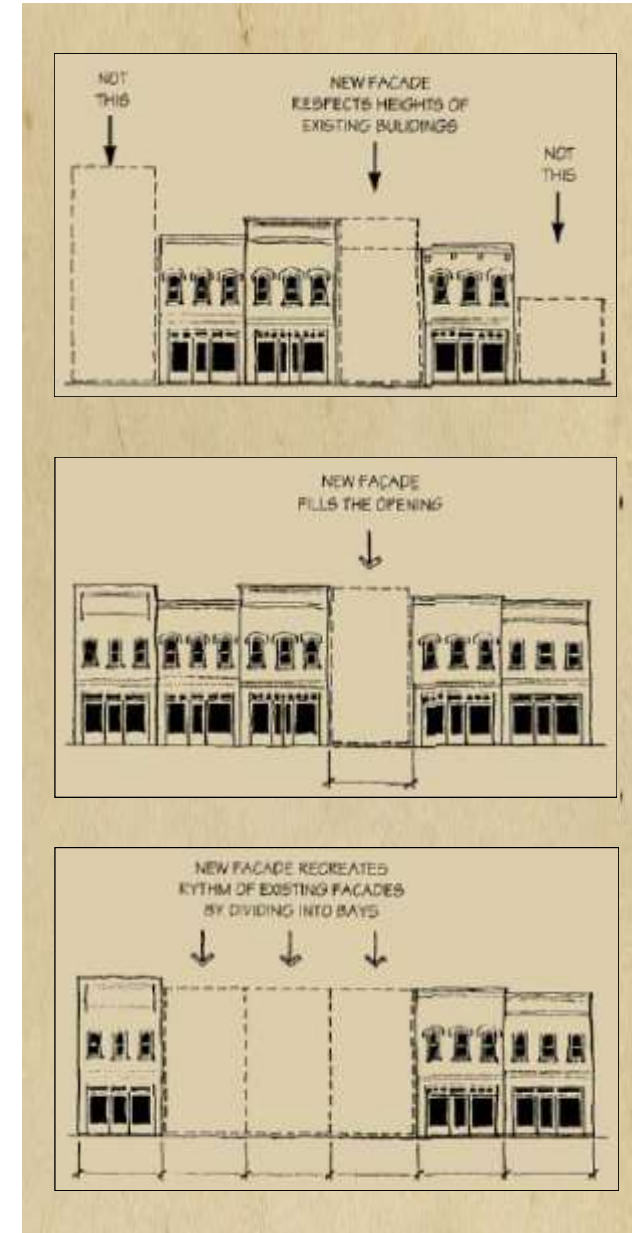
of the lower storefront should be acknowledged in the new design. The ratio of window openings to solid wall should also be in keeping with nearby buildings.

Building Setback

Infill structures should align their facades flush with the adjacent buildings and sidewalks to reinforce the rhythm and consistency of the streetscape.

Materials

The most dominant material in downtown De Pere is brick, although there are a few limestone structures. Infill facades should be constructed with materials similar to the material in adjacent facades. Infill buildings should not stand out from others. Material color should be chosen that is compatible with that of adjacent facades.



Infill Structures/Redevelopment

RECOMMENDED

- Meet surrounding facade widths, height, and setbacks
- Have design cohesive with elements of surrounding commercial district
- Incorporate elements of design from surrounding district in signage, cornices, materials, etc.

NOT RECOMMENDED

- Differing heights, width, or setback from rest of surrounding district
- Non-cohesive facade design with rest of commercial district



Appropriate design feature



Appropriate design feature



Not appropriate design feature

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story building on the right and several smaller buildings on the left. There are trees and greenery interspersed among the buildings. The overall scene is a typical urban landscape.

appendix

The Secretary of the Interior's "Standards for Rehabilitation"

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be places in a new use that requires minimal change to the defining characteristics of the building and its site environment.
2. The historic characteristic of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, should not be undertaken.
4. Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to the historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

"Rehabilitation" is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features which are significant to its historic, architectural, and cultural values.

Tax Credits

Owning a historic property in Wisconsin carries with it several benefits. One of these is the ability to participate in federal and state income tax incentives programs for rehabilitation of historic properties. Currently, there are two programs available to owners of properties that are listed in the national or state registers of historic places, or that may be eligible for listing in the national register. These programs are:

Federal 20% Historic Rehabilitation Credit.
A 20 percent federal investment tax credit (ITC) for rehabilitation of income producing historic buildings.

Wisconsin 10% Supplement to Federal Historic Rehabilitation Credit.
An additional 10 percent Wisconsin investment tax credit (ITC) for persons who qualify for the 20 percent tax credit.

There is also a program available to owners of properties which are not listed in the national register.

Federal 10% Non-Historic Tax Credit
A 10 percent federal investment tax credit (ITC) for persons who rehabilitate income producing buildings which are built before 1936.

The rules for applying for these programs vary; furthermore, they are subject to change. A complete recitation of the rules governing these programs is beyond the scope of this summary. If you own or

plan to own property build before 1936, the Main Street Program and the Division of Historic Preservation will be happy to assist you in participating in these programs.

program requirements

Federal 20% Rehabilitation Credit

– plus –

Wisconsin 5% Supplement

- Property must be historic. Must be: listed in National Register within National Register District; or determined eligible for National Register through Part 1 application process.
- Minimum investment. You must spend; at least as much as the adjusted basis of the building; or \$5000, whichever is greater.
- Must comply with Secretary of Interior's Standards for Rehabilitation.
- Formal application is required.
- Property must be a building.
- Property must be income-producing. Must be depreciable, by IRS standards.
- Cannot sell building or destroy its historical significance for five years or repay tax credit to IRS, prorated over 5 years.
- May apply after work is begun to receive federal 20% credit; must apply before work begins to receive additional Wisconsin 10% credit.

National Park Service: Preservation Briefs

Preservation Briefs 1:	The Cleaning and Waterproof Coating of Masonry Buildings	Preservation Briefs 19:	The Repair and Replacement of Historic Wooden Shingle Roofs	Preservation Briefs 37:	Appropriate Methods for Reducing Lead-Paint Hazards in Historic Buildings
Preservation Briefs 2:	Repointing Mortar Joints in Historic Brick Buildings	Preservation Briefs 20:	The Preservation of Historic Barns	Preservation Briefs 38:	Removing Graffiti From Historic Masonry
Preservation Briefs 3:	Conserving Energy in Historic Buildings	Preservation Briefs 21:	Repairing Historic Flat Plaster – Walls and Ceilings	Preservation Briefs 39:	Holding the Line: Controlling Unwanted Moisture in Historic Buildings
Preservation Briefs 4:	Roofing for Historic Buildings	Preservation Briefs 22:	The Preservation and Repair of Historic Stucco	Preservation Briefs 40:	Preserving Historic Ceramic Tile Floors
Preservation Briefs 6:	Dangers of Abrasive Cleaning to Historic Buildings	Preservation Briefs 23:	Preserving Historic Ornamental Plaster	Preservation Briefs 41:	Seismic Retrofit of Historic Buildings
Preservation Briefs 7:	The Preservation of Historic Glazed Architectural Terra-cotta	Preservation Briefs 24:	Heating, Ventilating, and Cooling Problems and Recommended Approaches	Preservation Briefs 42:	The Maintenance, Repair and Replacement of Historic Cast Stone
Preservation Briefs 8:	Aluminum and Vinyl Siding on Historic Buildings	Preservation Briefs 25:	The Preservation of Historic Signs		
Preservation Briefs 9:	The repair of Historic Wooden Windows	Preservation Briefs 26:	The Preservation and Repair of Historic Log Buildings		
Preservation Briefs 10:	Exterior Paint Problems on Historic Wood Work	Preservation Briefs 27:	The Maintenance and Repair of Architectural Cast Iron		
Preservation Briefs 11:	Rehabilitating Historic Storefronts	Preservation Briefs 28:	Painting Historic Interiors		
Preservation Briefs 12:	The Preservation of Historic Pigmented Structural Glass	Preservation Briefs 29:	The Repair, Replacement, and Maintenance of Historic Slate Roofs		
Preservation Briefs 13:	The repair and Thermal Upgrading of Historic Steel Windows	Preservation Briefs 30:	The Preservation and Repair of Historic Clay Tiles Roofs		
Preservation Briefs 14:	New Exterior Additions to Historic Buildings: Preservation Concerns	Preservation Briefs 31:	Mothballing Historic Buildings		
Preservation Briefs 15:	Preservation of Historic Concrete: Problems and General Approaches	Preservation Briefs 32:	Making Historic Properties Accessible		
Preservation Briefs 16:	The use of Substitute Materials on Historic Building Exteriors	Preservation Briefs 33:	The Preservation and Repair of Historic Stained Glass and Leaded Glass		
Preservation Briefs 17:	Architectural Character: Identifying the Visual Aspects of Historic Buildings and an Aid to Preserving the Character	Preservation Briefs 34:	Applied Decoration for Historic Interiors: Preserving Composition Ornament		
Preservation Briefs 18:	Rehabilitating Interiors in Historic Buildings	Preservation Briefs 35:	Understanding Old Buildings: The Process of Architectural Investigation		
		Preservation Briefs 36:	Protecting Cultural Landscapes: Plannings, Treatment and Management of Historic Landscapes		

An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street runs vertically through the center of the image, flanked by various buildings and trees. The word "references" is overlaid in a large, dark, serif font across the middle of the image.

references

References

- The Secretary of the Interior's "Standards for Rehabilitation"
- De Pere Sign Ordinance, City of De Pere
- D.I.L.H.R. Wisconsin Administrative Code Building, Heating Ventilating and Air Conditioning
- Documentary on White Pillars, De Pere Historical Society
- "Birthplace of a Commonwealth," by Jack Rudolph, 1976
- The State Historical Society of Wisconsin
- Wisconsin Main Street Program
- The Neville Museum, Green Bay, Wisconsin

Definitely De Pere
A Main Street Community
111 S. Broadway Street
De Pere, WI 54115
(920) 403 - 0337
www.definitelydepere.org

Building Codes
De Pere Building Inspection
(920) 339-4053

Facade Program
Application:
www.de-pere.org/egov/docs/1251141453_198028.pdf

Maps of TIF's
www.deperechamber.org/downloads/documents/TIFMap.pdf

Revolving Loan Fund
Application:
www.de-pere.org/egov/docs/1223324615_931457.pdf

Manual:
www.de-pere.org/egov/docs/1223324712_995422.pdf

The State Historical Society
816 State Street
Madison, Wisconsin 53702

National Park Service
Preservation Briefs
<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Financial Incentives
<http://www.nps.gov/tps/tax-incentives.htm>

Local Sign and Historic Ordinances Can be Found at



An aerial photograph of a city street, likely Main Street in De Pere, Wisconsin. The street is wide and paved, with a central median. On either side of the street are various buildings, including a large, multi-story white building on the right and several smaller, older buildings on the left. There are trees and greenery interspersed among the buildings. The overall scene is a typical urban landscape.

application forms