

# Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: PETITION FROM CAPITAL CREDIT UNION – SITE PLAN REVIEW ON PARCEL AL-56-11-A, LOCATED AT 201 W ST. JOSEPH STREET

Date: 17 November 2015

Attached are the proposed plans submitted by Keller for the site plan and design review of the proposed expansion of Capital Credit Union at 201 W. St. Joseph Street (see attachments 1A, 1B). A representative from Keller will be present at the meeting to talk about the project and answer any questions.

## Site Plan and Design Review Process

The site plan and design review process is an opportunity for the Village Board and the plan commission members to review and to ensure the plans meet village standards in regards to safety, efficiency, aesthetics, and legal concerns in a public forum. The village cannot consider the use of the parcel as part of the decision in this process, only review if the proposed development meets all site plan and design standards for this zoning district.

The proposed project is for parcel AL-56-11-A, located at 201 W. St. Joseph Street. This parcel is zoned “E Commercial District” and the proposed use is allowed under this zoning classification. The plan commission is asked to review the Capital Credit Union expansion proposal and determine if the proposed project meets the zoning and design requirements required by the zoning code for this proposed use.

## Staff Comments and Recommendation

Staff has reviewed the proposed plans and has provided Keller with comments (see attachment 2A).

Staff recommends the plan commission recommend approval of the petition by the Village Board, should all comments be addressed and necessary permits be filed prior to a final building permit being issued or a reasonable explanation (as determined by staff and the Village Board) as to why these comments were not addressed.

Plan commission is asked to recommend or not to recommend approval of the petition from Keller, requesting a site plan and design review for a development on parcel AL-56-11-A, located at 201 W. St. Joseph Street.

1A

Village of Allouez  
Site Plan Review Application

Date: 11/9/15

Submitted by: Keller, Inc. , Dave Stubbs

Project location: 201 W. St. Joseph St.

**Instructions:** Site Plan Review

- 1) Complete all applicable sections; please include written responses to all sections, only completed applications will be considered. (*See plan is not a written response*)
- 2) Include 9 (nine) scaled drawings on 11 X 17 sheets and 1 - 24 X 36 signed print.
- 3) Applications shall be submitted to the Building Inspector with the \$125.00 review fee.

**Application Process**

- 1) Staff Consult
- 2) Plan Commission Meeting (Meets the 4<sup>th</sup> Monday of the month.)
- 3) Village Board (Meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month.)
- 4) The review process may take 30 days or more from the date of submission.

Questions can be directed to the Building Inspector or Village Administrator at (920) 448-2800.

# SITE PLAN REVIEW APPLICATION

Date of Application: 11/9/15  
Project Address: 201 W. St. Joseph St. Parcel Number: \_\_\_\_\_  
Owner: Capital Credit Union  
Address: P.O. Box 2526 Green Bay Phone: \_\_\_\_\_

Contact: Dave Stobbs, Kellor Inc.  
Address: P.O. Box 620 Kaukauna WI 54130  
Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Building Size (total Square footage): 3930  
Square footage of Lot: 23,480  
Exterior material, Color, Etc.: to match existing

### Setbacks:

Front: 88'  
Rear: 13'  
Side: 10' (east)  
Side: 75' (west)  
Percent green space: 8125 sq. ft. 34.6%  
Screening from adjacent properties and landscaping: No change

### Ingress & Egress:

Curb Cut Yes  No   
Number of Driveways: existing (No change)

\*Note: DOT Approval for projects adjacent to state highway and county approvals for projects adjacent to county highways. (Hwy 57, Webster Avenue, Allouez Avenue and Hoffman Road)

### Lighting:

Type: Existing (No change)  
Size: \_\_\_\_\_  
Location: \_\_\_\_\_  
Number: \_\_\_\_\_

### Parking:

Minimum Size 10 feet X 20 feet  
Number of spaces provided: Existing (No change)

**Utilities:**

Street Cut required: Yes  No

**Signage:**

Existing (No change)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Landscaping:**

No change to existing, perimeter around addition to match existing  
\_\_\_\_\_  
\_\_\_\_\_

**Fences/Buffer Areas:**

NONE  
\_\_\_\_\_  
\_\_\_\_\_

**Outdoor Storage:**

NONE  
\_\_\_\_\_  
\_\_\_\_\_

**Return all materials and fee to the Building Inspector.**

Village of Allouez  
Allouez Village Hall  
1900 Libal Street  
Green Bay, WI 54301  
Phone: (920)448-2800  
Fax: (920)448-2850  
[www.villageofallouez.com](http://www.villageofallouez.com)

## Site Plan and Design Review – Staff Comments

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**Site:** 201 W St. Joseph Street (Parcel AL-56-11-A)  
**Developer:** Keller, Inc.  
**Attn. Dave Stubbs**

- Site plan review:
  - Bicycle and pedestrian access:
    - Bicycle parking should be considered – recommend racks that provide two points of support for bicycle frame.
    - Clear pedestrian access to the primary entrance should be considered from the primary road.
    - Please note that both of the above projects are eligible for the Façade Improvement Program.
- Design review:
  - All mechanical equipment must be enclosed or screened.
  - Lighting:
    - All exterior lighting must be contained onsite to highest extent practicable.
    - Building lighting should occur as part of the overall design concept using recessed lighting in overhangs and at the entrance. Well-designed soft lighting of the building exterior is allowed provided it does not impact on the surrounding properties, complements the architecture, and the light source is concealed.
    - Any new exterior light fixtures must be dark sky compliant.
  - Signs will be reviewed separately through the sign permit process.
- Fire Department review:
  - Review completed. No additional requirements needed.
- Parks, Recreation, and Forestry Department review:
  - Review completed. No additional requirements needed.
- Public Works Department review:
  - No requirements needed at this time.

**Date Reviewed:**

**November 17, 2015**