

Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: PETITION FROM KWIK TRIP REQUESTING A PLANNED DEVELOPMENT DISTRICT ON PARCELS AL-51, AL-50-12, AL-50-13; LOCATED AT 1910 S WEBSTER AVENUE

Date: 11 June 2015

Attached are the proposed plans submitted by Kwik Trip for the preliminary review of the planned development district at 1910 S Webster Avenue. A representative from Kwik Trip will be present at the meeting to talk about the project and answer any questions.

Planned Development District Process

The Village Board is asked to make a decision on the preliminary plan review of the Kwik Trip proposal. Preliminary plan approval or disapproval should be on project principle only – whether or not the proposed project would be consistent with the purpose, spirit, and intent of the Village Comprehensive Plan and other village development plans.

Site specific details of the project should be discussed and concerns should be brought to the attention of the developer, however, decision at this stage should be based on whether or not the proposed development fits with the purpose defined in village ordinance 11.25(C) (see attachments 1a & 1b).

Disapproval does not prohibit the petitioner from resubmitting the same or different proposal in the future. Likewise, approval is preliminary only and does not bind the Village of Allouez to final approval of the project.

Staff and Plan Commission Recommendation

Staff has shared initial concerns with the presented site plan with representatives from Kwik Trip (please see attachments 2a, 2b, & 2c). Some of these initial concerns include Public Works permitting and review procedures, tree variety and placement, vehicle and bicycle parking, pedestrian accommodations, lighting plan, sign and building design features, site plan layout, and neighboring property access.

Plan Commission reviewed the attached site plans at the March 2015 meeting. At this meeting, Plan Commission made the recommendation on a 4-1 vote to the Village Board to deny the preliminary PDD as presented (please see attached minutes).

Below is the Plan Commission rationale why to recommend denial.

- The presented building footprint would be difficult to retrofit (a redactable reuse of the structures would be cost prohibitive).
- The existing grade, which is difficult for Kwik Trip could be advantageous for another use.
- The street access.
- No data was presented by the petitioner that would show a quality was being provided to the residents (i.e. nothing was presented that showed the area is a food desert or lacks the proposed use).
- The proposed plan does not fit into the Comprehensive Plan or visioning of what the village wants the area to look like.
- Would like to see the corridor study completed.
- Would like to see the convenience store accessible immediately off of Webster (rotating the plan to be more pedestrian friendly).

The reasons for the dissent are below.

- There are elements of the proposed development that do meet the Comprehensive Plan
 - expanding the tax base.
- The land has been sitting vacant for a number of years.

The Village Board is asked to approve, disapprove, or table Kwik Trip's PDD petition.

There is herewith established a use district to be known as the Planned Development District.

B. Application to Existing Use Districts.

A Planned Development District shall be an overlay zoning district, shall operate as a conditional alternative to the permitted uses and regulations applicable to existing districts, and shall be applicable only to those lands which may be hereafter established as Planned Development Districts by the Village Board. There shall be no more than one Planned Development District established for all or any part of any one parcel of land. Basic underlying zoning requirements and the Site Plan Design and Review Ordinance, Section 11.29 for lands established as a Planned Development District shall continue in full force and effect, and shall be solely applicable, until the day following publication of the ordinance creating the Planned Development District. After such publication, the basic underlying zoning and the Site Plan Design and Review Ordinance Section 11.29 requirements shall continue in force and effect only to the extent that they are not contrary to the requirements of the existing overlaid Planned Development District.

C. Purpose.

The purpose of the Planned Development District and the regulations applicable to the same is to encourage and provide means for effecting desirable and quality development by permitting greater flexibility and design freedom than that permitted under the basic district regulations, and to accomplish a well balanced, aesthetically satisfying Village and economically desirable development of building sites within a Planned Development District. These regulations are established to permit latitude in the development of the building site if such development is found to be in accordance with the purpose, spirit and intent of this ordinance and is found not to be hazardous, harmful, offensive or otherwise adverse to the environment, property values or the character of the neighborhood or the health, safety and welfare of the community. It is intended to permit and encourage diversification, variation and imagination in the relationship of uses, structures, open spaces and heights of structures for developments conceived and implemented as comprehensive and cohesive unified projects. It is further intended to encourage more rational and economic development with relationship to public services, and to encourage and facilitate effective and efficient use of remaining open lands.

D. Definitions.

- (1) Basic Zoning Regulations - means such zoning regulations as are applicable to the use district other than the regulations set forth in this section.
- (2) Building Site - a tract of land controlled by a single owner or owned by a condominium group. The site must be located on a public street or highway, or have direct



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850
www.villageofallouez.com

Planned Development District Submission Process (Village Ordinance 11.25)

The purpose of the Planned Development District (PDD) is to promote and encourage innovative development, redevelopment, rehabilitation, and conservation projects within the Village of Allouez. A PDD may allow flexibility in development and encourage the use of site planning techniques resulting in developments with unique design, character, and quality. Because the PDD permits new or innovative concepts in land utilization, not typically authorized in the zoning district of the proposed project, the PDD requires the development of an ordinance specific to the approved development.

The approval of a PDD by the plan commission and Village Board may require the developer to comply with special conditions to ensure the development is not harmful to the environment, property values are not negatively affected, neighborhood character is preserved, engineering and design standards are met and the schedule of implementation is timely. Special attention will also be given to the items listed in Village Ordinance 11.25(G)(5). The project must also be consistent with the purpose, spirit, and intent of the Village Comprehensive Plan.

The following summarize the PDD submission policies and procedures. Typically, a vacant, undeveloped parcel of land and redevelopment of an existing building site requires the developer to follow the PDD process.

Preliminary Approval (approval of proposed project in principle only)

1. The developer shall complete all forms provided by the Village and shall submit the required fees to the Building Inspector. The application shall include the names, mailing addresses, and the telephone numbers of the owners and developers, and a description of the site.
2. The Village Administrator shall coordinate a preliminary discussion between the developer and the plan commission.
3. The plan commission shall submit a written report of the proposed project, explaining the plan commission's recommendations, to the Village Board no later than four months after the developer filed application forms with the Clerk.
4. The developer shall include the detailed information specified in the checklist for PDD preliminary approval, or as stated in the Village Ordinance 11.25(I)(4), as well as other information requested by the plan commission pertaining to the recommendation regarding preliminary approval.

5. The developer does not need to provide detailed construction and engineering plans at the time of the preliminary approval; however, more specific plans may help to expedite the process.
6. The developer shall submit any changes or additions to the plans to the plan commission. The plan commission shall make an appropriate written recommendation to the Village Board for an amendment to be added, if the committee deems the change or addition to be a substantial alteration of the original plan.
7. Approval by the Village Board with or without modifications is preliminary only.

Final Approval (approval of the proposed project in all its terms and details)

1. After preliminary approval, the developer shall submit a petition for final approval to the Village Clerk (executed by the owner of the property), stating the intention to develop such property under the provisions of section 11.25(K).
2. The developer shall submit the PDD site plans as specified in the checklist for PDD final submittal or in the Village Ordinance 11.25(K), as well as any other information considered pertinent by the Village of Allouez.
3. After receiving the recommendation from the plan commission, the Village Board shall decide if they will hold a public hearing to give final approval to the proposed project.
4. Following the hearing, the Village Board shall issue one of the following decisions:
 - a. Final approval as is
 - b. Final approval with modifications
 - c. Referral of the petition to the plan commission for further review with recommendations and comments
 - d. Denial of the petition at present
5. Any amendments submitted by the developer shall be charged an additional fee and must go through the plan commission for review and recommendations to the Village Board.

The Planned Development District shall be enacted only upon final approval by the Village Board, and the passage and publication of an ordinance establishing the Planned Development District.

Contact Information:

Administrator, Brad Lange
Allouez Village Hall
1900 Libal Street
Green Bay, WI 54301-2453

Phone: (920) 448-2800
Fax: (920) 448-2850
Email: brad@villageofallouez.com

Forms for a Planned Development District and details pertaining to the Allouez Village ordinances may be found at the Village website: <http://www.villageofallouez.com/>

Staff Review of Kwik Trip Plans
March 17, 2015

The following are comments on review of the Kwik Trip Store plans dated March 9, 2015 for the Webster Avenue location.

1. 1 street tree per 100 feet of lot frontage (one more would be needed for Webster Avenue).
2. Green space is adequate for the development.
3. Good number of trees, but would like to see more of a variety (specifically more variety of Oak).
4. Parking stalls should be 10'x20' (the length of the parking stalls is good, but the width is slightly under the village standard).
5. Number of parking stalls is shy the required amount (1 space per two employees on shift per 1000sqft, plus 1 space per 200sqft of the store – the plan can include an adjacent property parking easement).
6. U-shaped, bike hitch, or rounded bike racks are suggested.
7. Canopy supports should be matching brick of main building.
8. Separated driving lanes for ingress and egress (a concrete refuge for crossing pedestrians).
9. Pedestrian accommodations from St. Joseph Street (sidewalk extending the length of the St. Joseph ingress/egress)
10. All lights should be dark-sky compliant.
11. Please detail the type/model of light fixtures being used.
12. Sign design must meet the following standards:
 - Total sign area cannot exceed 300sqft per property.
 - Total wall signs cannot exceed 72 square inches per lineal feet of lot frontage.
 - Wall signs cannot extend further than 18 inches from the wall they are mounted.
 - The setback of the monument sign cannot be greater than the height of the sign.
 - The maximum height of a monument sign is 8 feet.
 - Total area for a monument sign cannot exceed 64sqft.
13. Comprehensive Plan calls for developments with smaller setbacks and buildings that are more pedestrian friendly (rotating the site plan 90 degrees would more accurately reach this goal).
14. Provide access for future development of vacant Diocesan land to the northwest.

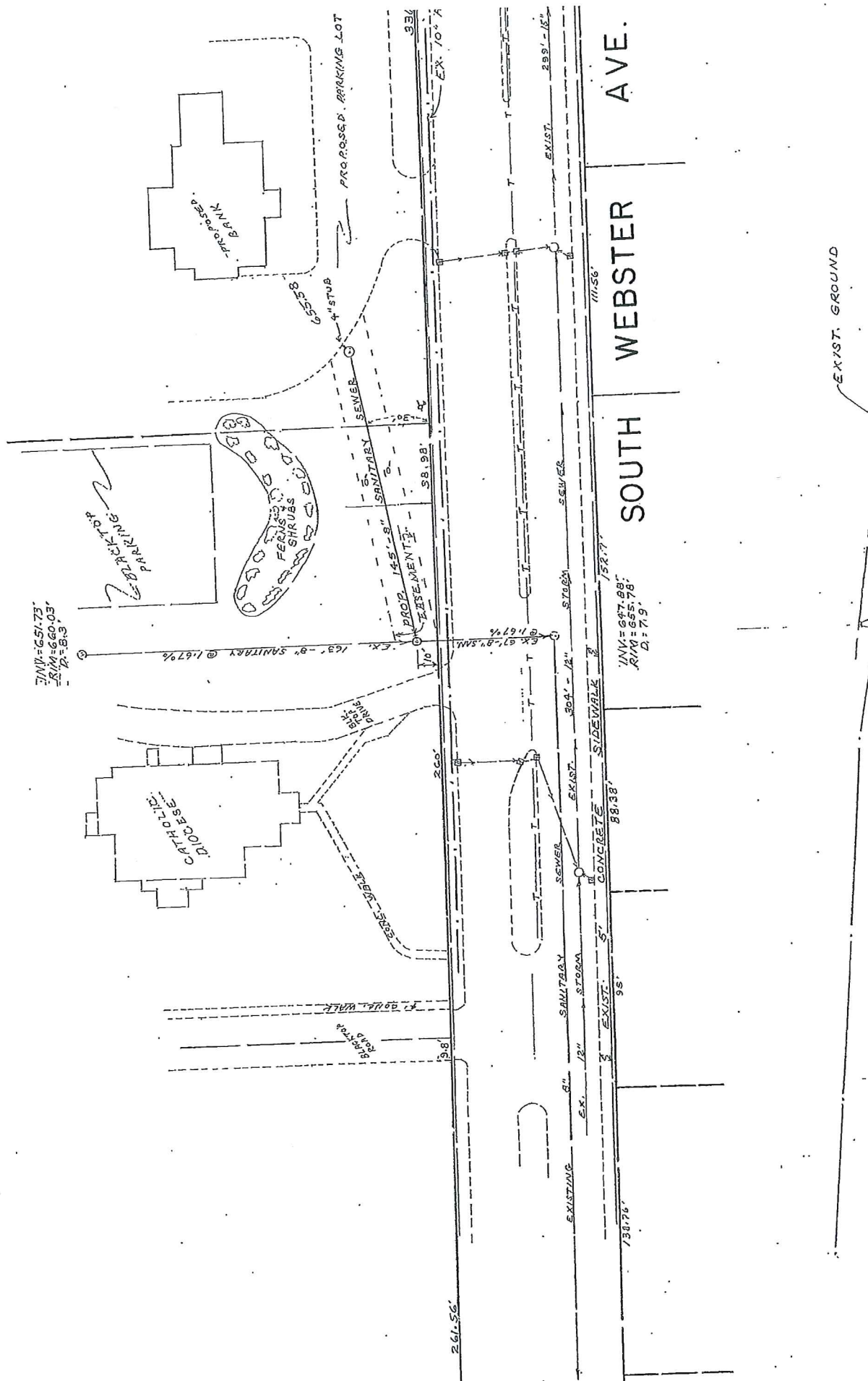
Public Works Department Review of Kwik Trip Plans
March 13, 2015

The following are comments on review of the Kwik Trip Store plans dated March 9, 2015 for the Webster Avenue location.

1. A post-construction stormwater management plan for the project site must be submitted along with the required permit fee. The management plan must control peak flow and provide TSS removal per the Allouez Ordinance No. and calculated removal requirement. Please allow adequate time for review of the plan so as to not delay work on the project.
2. An Allouez erosion control permit should also be applied for (in conjunction with the post-construction permit).
3. Please note that the village believes that the sanitary sewer lateral shown on the project site to the BMO Harris bank is incorrect. We believe that a sanitary lateral is present from the manhole near the site entrance to the Wells Fargo bank to the north. It is suggested that the sanitary lateral location be verified in the field. Our site investigation shows that the above is correct.
4. The sanitary manhole near the north Webster Avenue entrance is a village owned manhole (the manhole proposed to be abandoned and replaced). This manhole was originally constructed to provide sanitary service to the Diocese property and Wells Fargo bank. Replacement of this manhole must comply with village specifications. In addition to providing service to the bank this manhole provides access for sewer jetting of the sanitary sewer to the manhole at the east side of Webster Avenue.
5. The village does not object to replacing this manhole as proposed, but service to other facilities must be maintained. If replaced, transfer of ownership to the Diocese (or Kwik Trip if appropriate) of the manhole and sanitary sewer to Webster Avenue may be required. The sanitary sewer would be considered a service lateral to be maintained by the Diocese or Kwik Trip.
6. Note that a Public Works Water Service permit must be obtained for the 4" water service connection to the Webster Avenue water main.
7. The driveway to be installed on St. Joseph Street requires a Public Works Street Access permit. Note that this driveway crosses an existing sidewalk. The driveway apron and sidewalk must comply with ADA requirements and this may require adjustment of the sidewalk near the driveway for proper grade. This would be defined as part of the permit.
8. A Public Works Sanitary Sewer permit is required for connection of this facility to the sanitary sewer system.

This summarizes the plan review at this time. Please feel free to contact the village should there be questions.

C. Berndt, DPW
March 13, 2015





Independent Inspections, Ltd.

W241 S4135 Pine Hollow Court
Waukesha, WI 53189

MEMORANDUM

To: Trevor Fuller, Planning and Zoning Administrator
Village of Allouez

From: Thomas DeLacy, President
Independent Inspections, Ltd.

Date: March 17, 2015

Subject: Kwik Trip

Email Submittal: trevor@villageofallouez.com

Convenience Store – 96' 8" x 80' (estimate) = 7,735 square feet

Car Wash – 44' 8" x 62' = 2,770 square feet
(15' 4" off side lot line)

Building Canopy – 40' x 120' = 4,800 square feet

State approval for commercial building plan is required for the convenience store, car wash and canopy.

The buildings are proposed to have masonry exterior for the store and car wash and a metal frame canopy. Handicap parking stalls are shown and meet code requirements. There are no apparent commercial building code issues for this proposed project.

c: Brad Lange, Village Administrator
Kevin Wieland, Village Inspector
Dan Coffey, Building Inspector, IIL
File

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Phone 262-544-8280
Waukesha Office

Phone 1-800-422-5220
www.independentinspections.com

Fax 262-544-8299
Waukesha Office