

Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: PETITION FROM KWIK TRIP – SITE PLAN REVIEW ON PARCEL AL-875, LOCATED AT 1401 S WEBSTER AVENUE

Date: 12 November 2015

Attached are the proposed plans submitted by Kwik Trip for the site plan and design review of the proposed development at 1401 S. Webster Avenue (see attachments 1A, 1B, 1C, 1D). A representative from Kwik Trip 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-875, located at 1401 S. Webster Avenue. This parcel is zoned “Highway Business Use District” and the proposed use is allowed under this zoning classification. The Village Board is asked to review the Kwik Trip development 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 Plan Commission Recommendation

Staff has reviewed the proposed plans and has provided Kwik Trip with comments (see attachments 2A, 2B, 2C, 2D). Kwik Trip has addressed all comments made prior to final submittal in the current plans. Staff provided Kwik Trip with comments after final submittal (see attachment 2E).

Plan commission reviewed the plans at the October 26th meeting and has provided Kwik Trip with comments (see attachment 3A). Kwik Trip has addressed these comments in the current plans.

Staff recommends the Village Board approve the petition, 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.

Village Board is asked to approve or not to approve the petition from Kwik Trip, requesting a site plan and design review for a development on parcel AL-875, located at 1401 S. Webster Avenue.

1A

Village of Allouez
Site Plan Review Application

Date: 10/14/2015

Submitted by: Kwik Trip (BJORN BERG)

Project location: 1401 S. WEBSTER AVE

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 4th Monday of the month.)
- 3) Village Board (Meets the 1st and 3rd 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: 10/14/2015
Project Address: 1401 S. WEBSTER AVE Parcel Number: AL-875
Owner: DENNIS & LYNN DORNER
Address: 4452 MAGGIE JENNIE LN Phone: 920-866-3995
NEW FRANKEN, WI 54229
Contact: KWIK TRIP (BOB BERG)
Address: 1626 OAK STREET, LACROSSE, WI 54602
Phone: 608-791-4343 Cell phone: 608-606-3998
E-mail address: bberg@kwiktrip.com

Building Size (total Square footage): 36'-0" X 76'-0" (2,736 SQ FT)
Square footage of Lot: 27,730 SQ FT.
Exterior material, Color, Etc.: BRICK, VINYL SIDING, VINYL SHAKES,
ASPHALT SHINGLES

Setbacks:

Front: 15'-0"
Rear: 10'-0"
Side: 6'-0" (SOUTH)
Side: 15'-0" (NORTH)
Percent green space: 27% (7,700-SQ-FT)

Screening from adjacent properties and landscaping: YES, AT MECHANICAL EQUIPMENT
AND AT THE TRASH AREA.

Ingress & Egress:

Curb Cut Yes No

Number of Driveways: 2, THE EXISTING SITE HAS 3 TOTAL.

*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: LED
Size: VARIES - SEE PHOTOMETRIC LIGHTING PLAN
Location: BUILDING CORNERS & EXITS, FUEL CANOPY, 1 LOT LIGHT
Number: 28 TOTAL FIXTURES - SEE PLAN FOR EXACT LOCATIONS

Parking:

Minimum Size 10 feet X 20 feet

Number of spaces provided: 23 SPOTS, 6 AT FUEL DISPENSERS, AND 2 TRUCK/TRAILER.
SPOTS ARE INCLUDED IN THE TOTAL OF 23.

Utilities:

Street Cut required: Yes No

Signage:

ONE LOGO ON THE FRONT OF THE BUILDING FACING NORTH, ONE LOGO ON THE SIDE OF THE BUILDING FACING WEST. ONE MONUMENT SIGN COMPLYING WITH THE VILLAGE ORDINANCE, 3 SIGNS ON THE FUEL CANOPY (1 NORTH, 1 SOUTH, 1 EAST)

Landscaping:

PROVIDING LANDSCAPING AT GREEN SPACE, LANDSCAPING VARIES IN SPECIES & SIZE. SOME DECIDUOUS TREES, SOME EVERGREEN TREES, ALONG WITH VARIOUS SMALL PLANTINGS & SHRUBS.

Fences/Buffer Areas:

FENCING WILL BE PROVIDED AT THE MECHANICAL EQUIPMENT ON THE EAST OF THE BUILDING. A SCREENING ENCLOSURE WILL BE PROVIDED AT THE TRASH AREA.

Outdoor Storage:

MINIMAL OUTDOOR STORAGE, TOTE STORAGE AT BACK OF STORE, DISPLAY OF SEASONAL PRODUCTS AT FRONT OF STORE. TRASH CANS AND SOME BAGGED SALT DISPLAYED AT FUEL CANOPY. LP CAGE AT FRONT OF STORE

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

1B

Village of Allouez, 1900 Libal St., Allouez, WI 54311

SPR# _____

Date: _____

Receipt# _____

**DEVELOPER CHECKLIST FOR COMPLETION OF
SITE PLAN REVIEW SUBMITTAL**
(\$125 required application fee)

Name of project: Kwik Trip Express

Address of project: 1401 S. WEBSTER AVE

Name of developer: Kwik Trip Name of owner: DENNIS & LYNN DORNER

***To be considered for the site plan review process, this checklist must be completed and submitted with the requested items listed below, required fees, and the erosion control and storm water management permit application as stated in Village ordinance 11.29.*

All site plans and subsequent revisions must be dated and drawn to an engineering scale no greater than one (1) inch equals one hundred (100) feet. Complete site plans shall include the following:

- 1. One (1) full size plan set.
- 2. Fifteen (15) eleven (11) inches by seventeen (17) inches plan sets.
- 3. One (1) digital copy (either a CD or DVD) containing AutoCAD.dwg files referenced to the Brown County Coordinate System NAD83, NAV88.

All plan sets shall include the following information:

- 1. Name and street address of project/development.
- 2. Name and mailing address of developer/owner.
- 3. Name and mailing address of engineer/architect.
- 4. North point indicator.
- 5. Scale.
- 6. Boundary lines of property, with dimensions.
- 7. Location, identification, and dimensions of existing and proposed:
 - Topographic contours at a minimum interval of two (2) feet
 - Adjacent streets and street rights-of-way
 - On site streets and street rights-of-way
 - Utilities and utility easements for electric; natural gas; telephone; water; sewer (sanitary and storm); fiber optic lines; and antenna, satellite dishes, and other communication poles and transmission lines
 - All buildings and structures
 - Parking facilities (with provisions for bicycles, scooters, and motorcycles)
 - Water bodies and wetlands (including flood plain and floodway delineations)
 - Surface water holding ponds, drainage ditches, and drainage patterns
 - Sidewalks, walkways, trails, and driveways
 - Off street loading areas and docks
 - Fences and retaining walls
 - All exterior signs
 - Exterior refuse storage/collection areas
 - Exterior lighting
 - Traffic flow on and off site
- 8. Location of open space.
- 9. Site statistics, including site square footage, percent site coverage, percent open space, and floor area ratio.

- NA
- 10. Location and dimensions of proposed outdoor display areas.
 - 11. Architectural rendering of the proposed structures and buildings, including all exterior dimensions, gross square footage of existing and proposed buildings and structures, and the description of all exterior finish materials.
 - 12. Erosion control plans.
 - 13. A staging plan for any projects involving more than one phase or construction season, including the timeline of construction, the proposed uses and structures of various service facilities, and the estimated completion dates.
 - 14. Impact analysis to effects of a proposed development on activities, utilities, circulation, surrounding land uses, community facilities, noise, environment, and other factors.

15. Other information, not mentioned in Village Ordinance 11.29, considered pertinent by Village of Allouez staff and/or the developers shall include, but is not limited to:

- Identification of adjacent properties within 200 feet of all boundaries and depiction of structures on those properties.
- Location, identification, and dimensions of existing and proposed grading plans.
- Location, identification, and dimensions of existing and proposed landscaping.
- Location, identification, and dimensions of existing and proposed photometric lighting plans.
- Storm water management plans.

Contact Information:

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

Phone: (920)448-2800

Fax: (920)4482850

Email: brad@villageofallouez.com

Forms for Site Plan Review and the Village ordinances may be found at the Village website:

<http://www.villageofallouez.com/>

Impact Analysis Report

1401 S Webster Avenue
Allouez, WI 54301

November 11th 2015



Kwik Trip Express Store #132

The project consists of a redevelopment of a property that had previously supported a service station. The site is currently being used for commercial office. The property zoning is Highway Business and allows for the proposed Kwik Trip Express, a filling station use involving the sale of petroleum products. Kwik Trip has selected this site primarily due to its location on Webster Ave. Being on this site will allow us to be conveniently located for the neighborhood as they travel to and from work, school, shopping, etc. We are very excited to open the store and be a part of the Allouez Community.

Commercially zoned property exists on the north, south, and west boundaries of the site. The "B" residential district is located across an alleyway on the east part of the site. The site layout plan meets all of the proposed setbacks, including the increased rear setback due to the adjacent residential district. The site plan consists of a 2,736 square foot building with fueling canopy accommodating six fueling positions. Access to the site will be via two driveway connections onto Webster Street, similarly located as in the existing condition. No other access points are proposed. Sufficient onsite parking will be provided to accommodate the proposed use. Much of the site's green space area and landscaping will be along the east part of the property to help create additional buffer from the residential area.

Anticipated impacts to the site and surrounding area are expected to be generally positive. Kwik Trip stores are generally welcomed into the community as they have built a strong reputation of being clean and well-maintained facilities. The proposed redevelopment should immediately help to enhance the area by providing an updated appearance along the Village's prime commercial corridors. Based upon the number of proposed fueling positions (6), projected daily traffic will be approximately 1,000 total trips with peak morning and evening traffic being approximately 80 trips each. It should be noted that 1 trip is equal to 1 vehicle coming to, or leaving the site. Projected traffic is per the ITE Trip Generation Manual and as confirmed by Kwik Trip, Inc. Proposed hours of operation will be from 6am-10pm, 7 days a week. 24-hour fueling is not proposed as a part of the site operation. Site lighting will be controlled in a manner to limit protrusion offsite with emphasis along the east side where the site abuts a residential district. Also on this side, Kwik Trip will install a solid fence where vehicle parking is directed towards the residential area in an effort to control headlight shine. When the facility is not open, site lighting will be dimmed down to security lighting levels. Site landscaping, screening of mechanical equipment, and a retaining wall will help create additional buffer of the proposed Kwik Trip from the residentially zoned area.



Our Mission: "To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life."

Kwik Trip & Kwik Star Stores • Kwik Trip & Kwik Star Express Stores • Tobacco Outlet Plus • Convenience Transportation, LLC



Truck traffic (fueling and product delivery) will be isolated to the Webster Street side of the building to help mitigate noise. These deliveries will happen every other day during business hours and will take between 1 and 2 hours per delivery.

Since the site is a redevelopment project, utility services are already in place to service the building. Site function will be improved as compared to the existing condition as the proposed site and grading plan will help to mitigate elevation and drainage concerns currently existing along the alleyway to the east. The site plan will include constructing new retaining wall along the east and south sides of the property and grading and drainage will direct most of the site's stormwater to a proposed bioretention facility along the north property line, providing water quality and quantity benefits before ultimately discharging into public storm sewer. No hard-surface areas are proposed to be directed to the alley. No impacts to the school system or village services are anticipated as a result of this redevelopment project. This project will create a fair number of jobs for the community. Typically a Small Kwik Trip store like this will have 10-15 Full/Part time co-workers total. The Store will also pay taxes to the village, the value of the taxes is unknown at this time but likely be similar to other like businesses in the village.



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Kwik Trip & Kwik Star Stores • Kwik Trip & Kwik Star Express Stores • Tobacco Outlet Plus • Convenience Transportation, LLC

Site Plan and Design Review – Staff Comments

Site: 1401 S Webster Avenue (Parcel AL-875)

Developer: Kwik Trip
Attn. Bjorn Berg

- Site plan review:
 - Primary facades of principal structures must be parallel to primary street frontage (Village Board can grant variances based on site restraints – please be able to explain restraints).
 - Bicycle and pedestrian access:
 - Bicycle parking needs to be provided – recommend racks that provide two points of support for bicycle frame.
 - Clear pedestrian access to the primary entrance needs to be provided from the primary road.
 - Outside refuse bins must be located behind the principal structure.
- Design review:
 - Convenience store:
 - The roof must be mansard, hip, or gable style with architectural shingles.
 - Exterior must consist of brick, stone, or colored, split-face concrete masonry.
 - Canopy must be of similar architectural style as the convenience store:
 - The roof must be mansard, hip, or gable style with architectural shingles and recessed lighting.
 - Canopy supports must consist of brick, stone, or colored, split-face concrete masonry.
 - Outside refuse bins must be screened from view by use of solid brick/stone screening or opaque, treated wooden fencing. Except for the access gate, plastic or wooden slats through cyclone fencing shall not be deemed sufficient.
 - Lighting:
 - All lighting must be contained onsite to highest extent practicable.
 - All lighting must be dark sky compliant.
 - Signs will be reviewed separately through the sign permit process.
- Fire Department review:
 - See attached.
- Parks, Recreation, and Forestry Department review:
 - See attached.
- Public Works Department review:
 - See attached.

Date Reviewed:

October 20, 2015

2B



Fire Department

Fire Marshals Division
Captain Joe Gabe

October 14th 2015,

Trevor Fuller-Allouez Development
Village of Allouez
1900 Libal Street
Allouez, WI 54301

RE: Fire Site Plan Review for the Kwik Trip located on Webster Ave. in Allouez.

Dear Mr. Fuller,

Attached are the GBMFD requirements for the Kwik Trip located on Webster Ave. in Allouez.

- GBFD will require a Knox box brand lock box on the Main entrance to the building. The Knox Box brand locking boxes can be purchased by calling (920) 448-3280 and requesting a Knox Box brand locking box packet. IFC #506.1 and 506.1.1.

If you have any questions please feel free to contact the Green Bay Fire Marshal's Office at (920)448-3289.

Respectfully,

A handwritten signature in blue ink, appearing to read "Joe Gabe".

Captain Joe Gabe
Fire Marshal's Office
Green Bay Metro Fire Department
Phone-(920)448-3289
joega@greenbaywi.gov

Reviewed by: *cuc* 10/20/15

KWIK TRIP STORES

KWIK STAR STORES

REI

REI Engineering, Inc.
 1626 OAK STREET
 LA CROSSE, WI 54602-2107
 PH: (608) 781-8888
 FAX: (608) 781-8580

rw DESIGN, LLC

611 9th Street
 Webster, WI 54403
 715.335.REV(7394)
 www.rw-design.com

LANDSCAPE PLAN

CONVENIENCE STORE

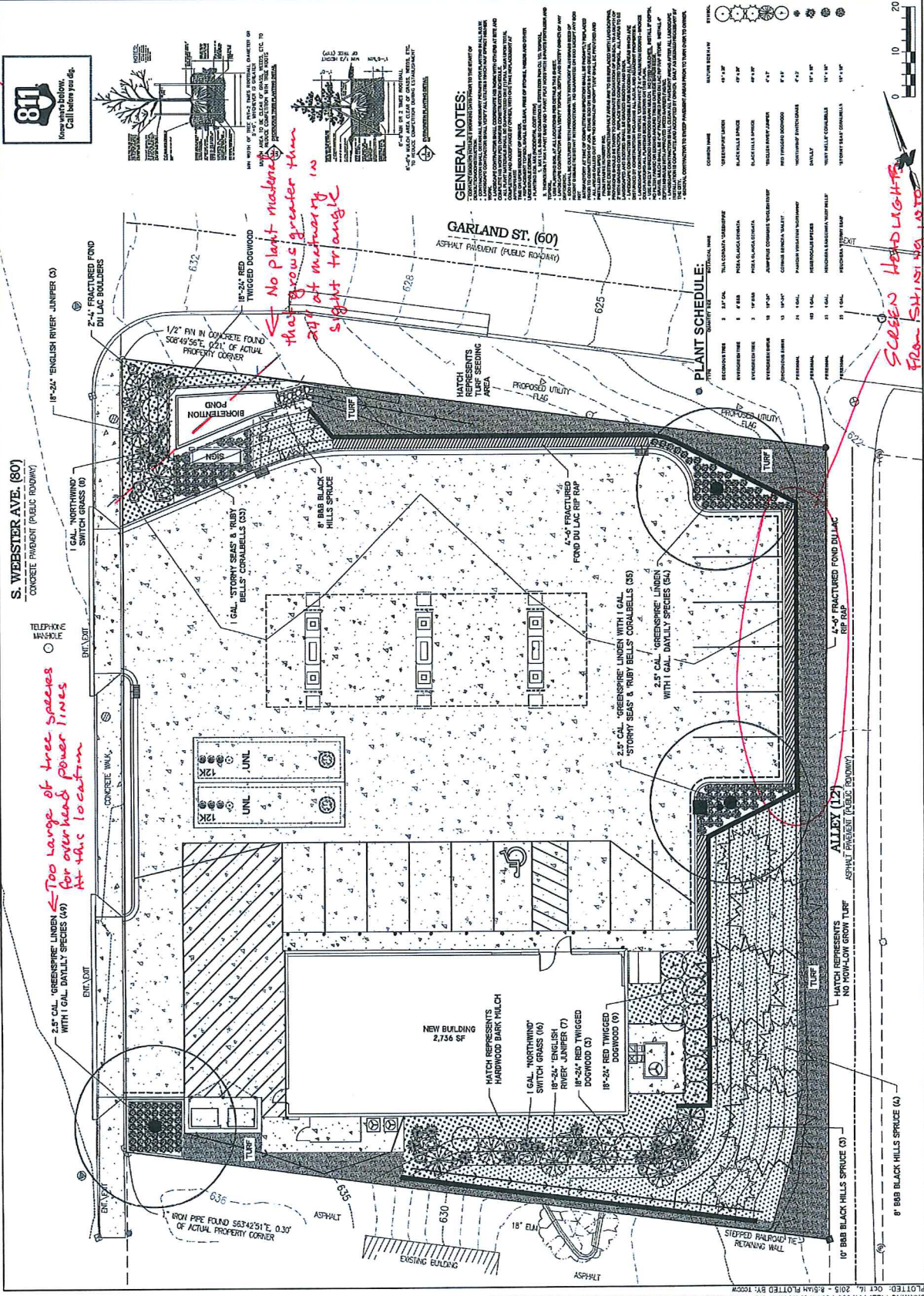
WEBSTER AVENUE

ALTOVEZ, WI

DATE: 2009/05/20

DISCUSSION:

DESIGNED BY:	DRS
DRAWN BY:	DRS
SCALE:	GRAPHIC
SHEET NO.:	20/24
DATE:	GRAPHIC - CONSTRUCTION EDGE



VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2850

Department of Public Works

COMMENTS ON SITE PLAN FOR KIWK TRIP STORE AT WEBSTER AND GARLAND STREETS

The following are initial Public Works Department comments on review of the proposed Kwik Trip to be located at the corner of Webster Avenue and Garland Street. The plans reviewed are dated 10/14/2015.

Comments as follows:

1. The retaining wall on the south side of the property will be replaced per plan sheet SP1.1. This corrects for the existing retaining wall that is in poor condition. This is a positive improvement that has been addressed from the first review comments on the project.
 - a. Provide engineering details on the construction of the new retaining wall.
2. The existing east retaining wall is replaced with a new retaining wall. Again this addresses an earlier review comment.
 - a. Provide engineering details on the construction of the new retaining wall.
3. A significant amount of the storm water runoff exits the existing site at the southeast corner of the site between the two retaining walls. The runoff is part the cause of the retaining wall failures. This stormwater must be collected (not exit the site). This runoff causes some localized flooding of homes along the alley.
 - a. Provide collection and treatment of the storm runoff from the southeast corner of the site. This must be addressed as part of the stormwater permit.
4. Stormwater must be collected from the project site and treated to meet the requirements of the East River TMDL. In addition, peak flow detention is required to meet Village code requirements. The TMDL treatment requirements are TSS removal of 52% and phosphorus removal of 41% from the no controls condition. Joint treatment with the Village may be a possibility for a portion of the treatment required.
 - a. Please verify that the bioretention treatment system will provide phosphorus removal. It is our understanding that recent studies have shown that bioretention does not remove phosphorus.
 - b. The stormwater plan has not been reviewed at this time. Upon submittal of the permit and fee the review will be conducted. The bioretention treatment will be reviewed at that time.
 - c. Site plan approval should be contingent upon approval of the stormwater permit.

C. Berndt, DPW ^{cb}
October 20, 2015

Trevor Fuller

From: Trevor Fuller
Sent: Friday, November 13, 2015 8:41 AM
To: 'Bjorn Berg'
Subject: RE: Kwik Trip Express - Allouez WI - Resubmittal Info

Good morning Bjorn,

I had a chance to review the final plan. The plans look great and it seems like you have addressed everything we asked at the plan commission meeting. I do have a few questions/comments.

- Our Parks, Rec, and Forestry Director is concerned that the dogwood species shown at the NW corner might grow taller than 24" and has asked that you reconsider the species.
- Dumpster pick-up in the village is between 6am-10pm. While the location of the dumpster is great, a garbage truck might not be able to empty if someone is parked there. A suggestion could be hashing off those spots and adding some parallel parking spots along the N curb to make up for the lost parking?
- Would you be able to provide detail for the fence on the E side of the property or at least be able to tell the Board what type of fencing you are planning on using?

Please let me know if you have any questions.

Thanks, Trevor

From: Bjorn Berg
Sent: Tuesday, November 10, 2015 4:36 PM
To: Trevor Fuller; Brad Lange
Cc: Bryan Novy; Hans Zietlow
Subject: Kwik Trip Express - Allouez WI - Resubmittal Info

Hi Trevor, Brad,

Below is a link to the information that is coming to the Village tomorrow via UPS. Please let us know if there is anything else we can provide.

[Link to Information:](#)

Regards,

Bjorn Berg - Store Engineering - Kwik Trip, Inc.

Kwik Trip, Inc. Mission: "To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated and to make a difference in someone's life."

Site Plan and Design Review – Plan Commission Comments

Site: 1401 S Webster Avenue (Parcel AL-875)

Developer: Kwik Trip
Attn. Bjorn Berg

- Requires additional information in the impact analysis report to gain a better understanding of the complete impacts to the community. Additional information shall include, but not be limited to the economic impact to the community (number of proposed jobs created, estimated development value, etc.), the noise generated on site, the anticipated daily traffic count.
- Recommends adding additional plantings on the north side of the development for neighborly consideration of the residential properties across the street on Garland Street.
- Recommends providing a retaining wall design concept
- Recommends providing a proposed sign design
- Recommends a false window be added on the west elevation of the building
- Recommends a more aesthetically pleasing door be used for the service door facing Webster Avenue.
- Recommends a brick façade be used to the soffit of the roof and EIFS be used in place of the brick for the gable span of the peak.
- Recommends proposed outdoor merchandising locations and dimensions be shown
- Recommends a mansard or gable roof for the canopy
- Requires all staff and plan commission comments be addressed by updating the submitted plans prior to the Village Board meeting (If the comments cannot be addressed, the petitioner must provide a reasonable explanation, as determined by the Village Board and staff, as to why these comments were not addressed).

Date Reviewed: October 26, 2015

***All updated plans and supporting documents required for agenda packets must be submitted by the Thursday morning (9:00 a.m.) prior to the Village Board meeting in order to be placed on the agenda.*