

Memo

To: Plan Commission

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: 20 October 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 objective of site plan and design review process is to encourage development of properties that are safe for the public, function well, and adhere closely to the Village Comprehensive Plan and ordinances.

The Village Board and the plan commission members act to ensure the plans meet Village standards in regards to safety, efficiency, aesthetics, and legal concerns.

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 plan commission 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 Recommendation

Staff has reviewed the proposed plans and has provided Kwik Trip with comments (see attachments 2A, 2B, 2C, 2D). Kwik Trip has begun addressing these comments.

Staff recommends the plan commission recommend approval of 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.

Plan commission 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.

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 RERG)
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 & EGRESS, 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: ~~Ken~~ 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:

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

All plan sets shall include the following information:

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

04/15/2013

- 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

October 14th 2015



Kwik Trip Express Store #132

The proposed project at 1401 S Webster Avenue consists of a redevelopment of a property that had previously supported a service station. The site is currently being used for a commercial office. The property's zoning is Highway Business and allows for the proposed Kwik Trip Express, a filling station use which involves the sale of petroleum products. Kwik Trip has selected this site because of its location on Webster Avenue and also because of its current commercial zoning which allows a Convenience Store to be located on the property.

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 a fueling canopy containing six dispensers offering Unleaded and Premium Gasoline. Access to the site will be provided via two driveway connections onto Webster Street, located in the same place as the existing conditions. 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 between the proposed Kwik Trip Express and 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. The proposed Kwik Trip Express will be open from 6am until 10pm year round. This will help minimize noise and light pollution to the community, specifically the Residential Area to the East.

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 storm water to a proposed bio retention facility along the north property line, providing water quality and quantity benefits before ultimately discharging into public storm sewer. No impacts to the school system or village services are anticipated as a result of this redevelopment project.



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



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,

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



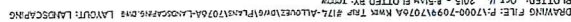
REI

REI ENGINEERING, INC.
CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING

KWIK TRIP, Inc.
 P.O. BOX 400
 1825 OAK STREET
 LA CROSSE, WI 54602-2107
 PH. (608) 781-8808
 FAX (608) 781-8800

new! DESIGN LLC.
 811 sixth street
 PHILADELPHIA, PA 19106
 715.355.8EVI(7)200
www.new!-design.com

LANDSCAPE PLAN	CONVENIENCE STORE	WEESTER AVENUE ALLOUEZ, WI	 NORTH
			DATE: 09/20/15 DRAWN BY: JMM SCALE: 1/8" = 1'-0" DATE: 09/20/15 DRAWN BY: JMM



SCREEN HEIGHT - 10 FT
From Sitting - 10 FT
Neighboring Resident's
(i.e. Fence)

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 *ab*
October 20, 2015