

OFFICIAL MEETING NOTICE AND AGENDA

The **City of Stoughton** will hold a meeting of the **Business Park North Committee** on **Tuesday, November 24, 2015 at 5:30 pm**, in the **Council Chambers**, Second Floor, **Public Safety Building**, 321 S. Fourth Street, Stoughton WI.

AGENDA:

1. Call to Order.
2. Request by Ronald Grosso to purchase 300 Business Park Circle, Lot 14, Business Park North to build 7 duplex style incubator buildings for up to 14 small or startup companies.
3. Adjournment.

Paul Lawrence – Chair, Business Park North Committee
11/18/15mps

Packets sent to:

Business Park North Committee

Paul Lawrence, Council member, Chair
Greg Jenson, Council member, Vice-Chair
Kate Schieldt, Chamber President
David Wendt, Business Park North Rep.
Marilyn Housner, Chamber Exec. Director
Laurie Sullivan, Finance Director
Rodney Scheel, Planning Director

cc: Michael Stacey (2 Packets)
Utilities Director Bob Kardasz (Packet)
Stoughton Newspapers (fax)
City Attorney Matt Dregne (email)
Department Heads
Kelli Krcma (email)
Council Members

Tim Miller
Peter Sveum
DERickson@madison.com
Bill Livick
Ronald Grosso (email)
Area Towns (email)
Derek Westby (email)

“IF YOU ARE DISABLED AND IN NEED OF ASSISTANCE, PLEASE CALL 608-873-6677 PRIOR TO THIS MEETING.”

AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.



CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
381 East Main Street, Stoughton, WI. 53589

(608) 873-6619

www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: November 18, 2015

To: Business Park North Committee

From: Rodney J. Scheel
Director of Planning & Development

Michael P. Stacey
Zoning Administrator/Assistant Planner

Subject: Agenda Item for the November 24, 2015 Planning Commission Meeting and
Common Council meeting of December 8, 2015.

- 1. Request by Ronald Grosso to purchase 300 Business Park Circle, Lot 14, Business Park North to build 7 duplex style incubator buildings for up to 14 small or startup companies.**
The preliminary staff review and related materials are provided. The proposed buildings and uses will need to meet all zoning and business park north covenant requirements. A recommendation to Council is necessary.

October 26, 2015

Laurie Sullivan
Stoughton Business Park North

Ms Sullivan:

It is my intention to purchase lot 14 in the Stoughton Business Park (North).

I propose to build 7 duplex style incubator buildings for up to 14 small or startup companies. They will be to lease only, and not be condo'd for sale.

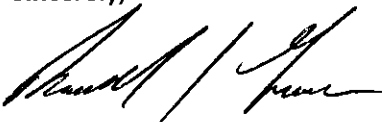
Each unit will be 1200 sqft, consisting of a small office, bathroom and workshop with a 12x10 overhead door. Offices will be heated and air conditioned, shops heated only.

From past experience the units will most likely be occupied, by one or two people per unit, on a part-time basis as they go in and out throughout the day.

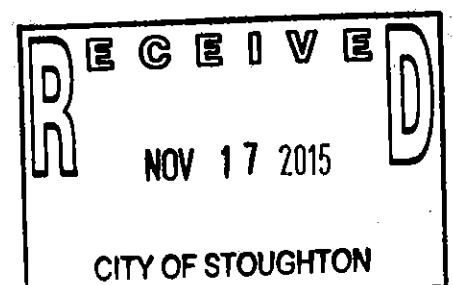
We would require standard gas and 220 volt electric, sewer and water to each building.

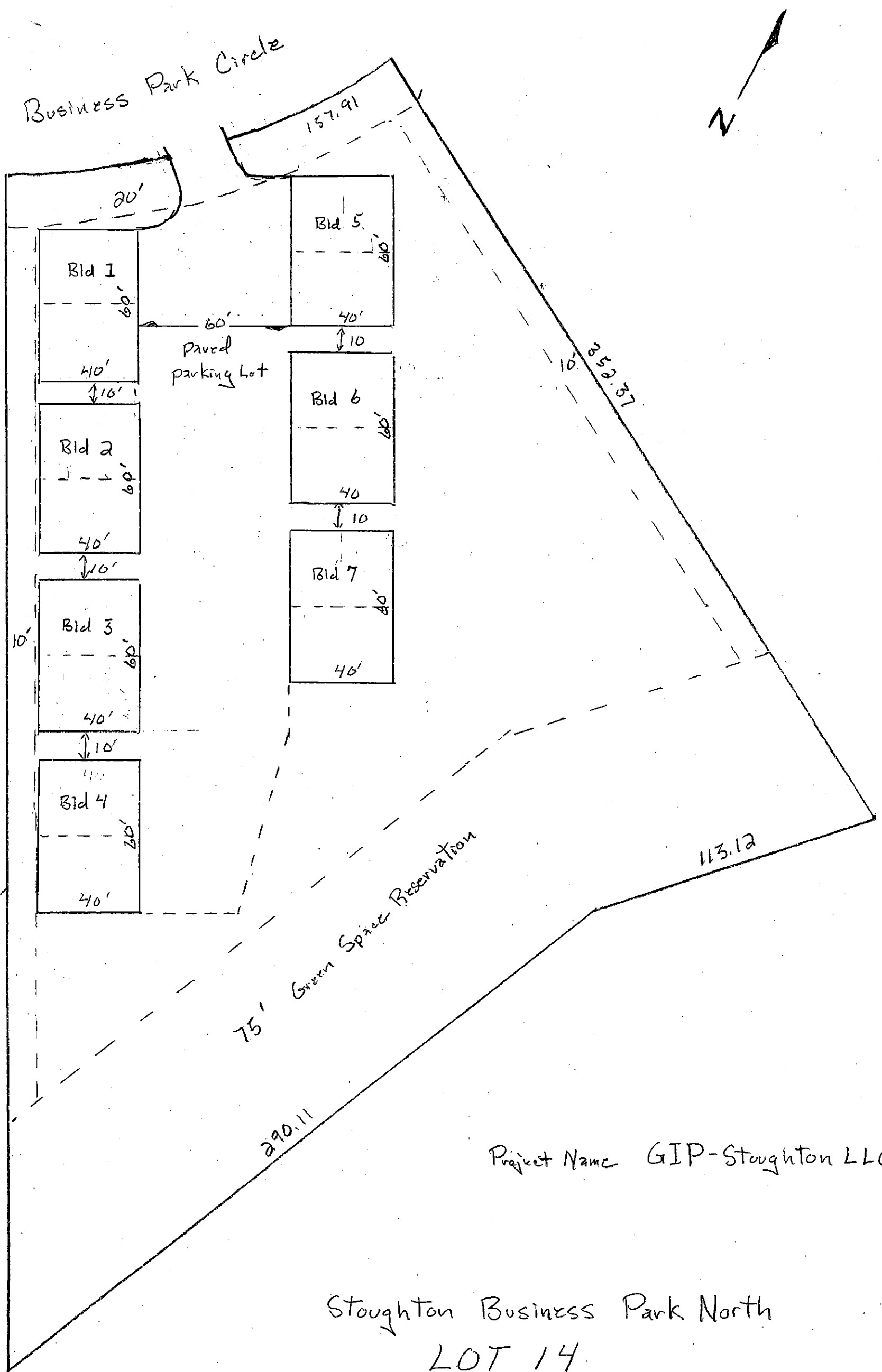
Construction would begin in the summer of 2016 beginning with buildings 1, 2 and 5. Buildings 3, 4, 6 and 7 will be built over the next 18 months as units fill. Each building will have a finished value (with sewer, water and parking) of approximately \$105,000.

Sincerely,



Ronald Grosso, member
GIP - Stoughton LLC
608-345-0406



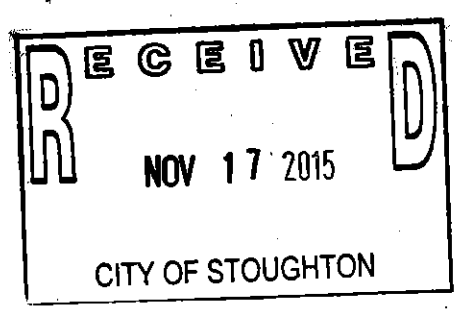


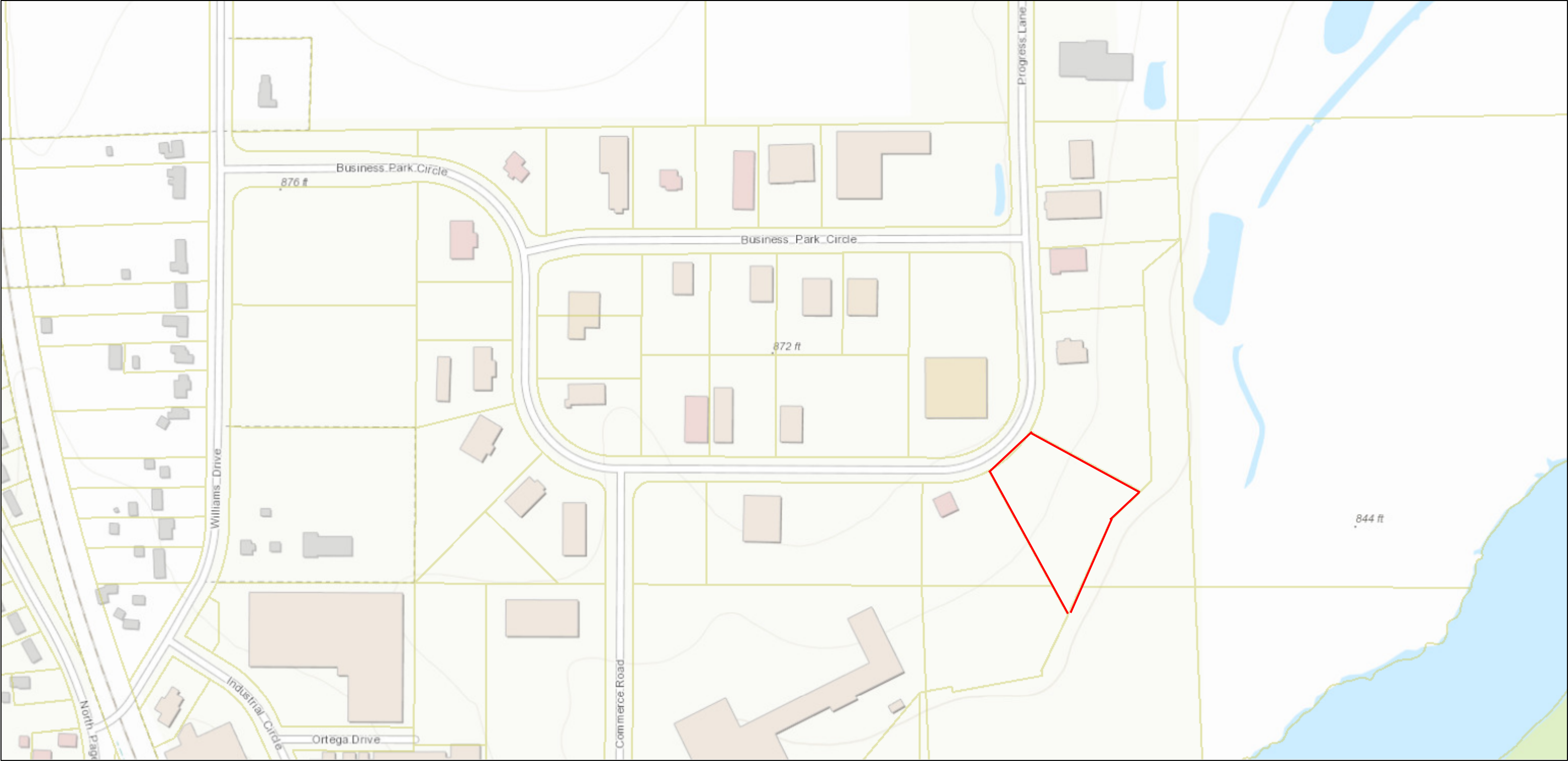
Project Name GIP-Stoughton LLC

Stoughton Business Park North
LOT 14


300 Business Park Circle

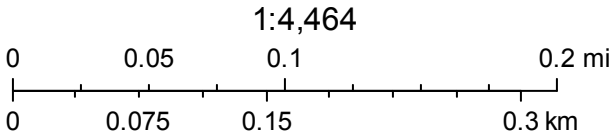
Scale 1" = 40'





November 19, 2015

 Tax Parcels



Planning
Sources: Esri, HERE, DeLorme, Intermap, increment P Corp.,
GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL,
Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong),
swisstopo, MapmyIndia, © OpenStreetMap contributors, and the



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DIRECTOR
(608) 873-6619
fax: (608) 873-5519

November 18, 2015

Ron & Kathy Grosso
400 W. Oak Street
Cottage Grove, WI 53527

Dear Mr. Grosso:

I have completed a preliminary review of the proposed building site plan for property located at 300 Business Park Circle, Lot 14, Business Park North, Stoughton, WI. 53589 – plan received 11/17/15. As noted, additional information may be required to be provided or shown on the plan.

1. The property at 300 Business Park Circle, Stoughton is zoned PI – Planned Industrial. We have been informed the intent is construct 7 duplex style incubator buildings for small or startup companies. Any proposed future uses will need to meet the permitted or conditional use requirements of the Planned Industrial District. At this time, there are no specific uses proposed. **A letter summarizing the proposed project has been provided.**
2. The property is required to meet the following zoning requirements: minimum lot area (20,000 sq. ft.); minimum lot width (100 feet); and minimum street frontage (50 feet). **The property meets these requirements.**
3. The proposed building minimum setback and maximum height requirements are as follows: Front yard setback: 20 feet; Side yard setback: 10 feet; Rear yard setback: 20 feet; Maximum building height: 40 feet; Minimum building separation: 20 feet. **The plan appears to meet these requirements. Due to the proximity of the building to the minimum setbacks, a survey will need to be provided to confirm building foundation location. Once constructed, a survey will need to be provided for confirmation.**
4. The minimum building separation is 20 feet. **The plan indicates 10 feet between buildings.**
5. A conditional use permit is required for more than one principal building on a Planned Industrial lot. **A conditional use process will be necessary which can take up to 60 days.**
6. The Comprehensive Plan, planned land use map designates this property as Planned Industrial which is consistent with the zoning.
7. The parking requirement for many uses is one space per 300 square feet of gross floor area. **In this case, the parking requirement would be 4 spaces per individual unit including inside parking.**

8. All off-street parking and traffic circulation areas shall be paved with a hard, all-weather surface and completed prior to building occupancy. All parking spaces shall be clearly marked to indicate required spaces. **This is expected.**
9. Handicap parking spaces shall be installed at a size, number, location, and with signage as specified by state and federal regulations. **This is expected.**
10. Except for handicap parking stalls, the minimum parking stall length shall be 18 feet with a minimum width of 9 feet. **This is expected.**
11. Per section 78-704 (13) (a), bicycle parking is required equal to 10% of the automobile parking space requirement. **This is expected.**
12. The parking aisle width for 90 degree parking shall be a minimum of 24 feet. **This is expected.**
13. The minimum landscape surface ratio (LSR) is 25%. **The plan meets this requirement.**
14. The maximum floor area ratio is 1. This is calculated by dividing the total floor area of all buildings by the gross site area. **The plan meets this requirement.**
15. All curb openings for access drives shall have a maximum width of 30 feet for non-residential uses, as measured at the right-of-way line. Access drives may be flared between the right-of-way line and the roadway up to a maximum of five additional feet and may be exceeded with explicit Plan Commission approval. **This is expected.**
16. The minimum paved surface setback from a side lot line is 5 feet while the minimum is 10 feet from a right-of-way line. **The plan meets this requirement.**
17. Please provide separate plans for existing site conditions, proposed site/building, landscaping, lighting, contours and utilities. **This is expected.**
18. Off-street loading stall requirements per section 78-705. **If deliveries from large trucks are anticipated, one off-street loading stall will need to be shown per section 78-705. A diagram shall be provided detailing how trucks will be able to maneuver onsite. Backing into or from the street is not allowed.**
19. Except for exposed foundations not to exceed three feet in height from adjacent grade, non-single family development shall employ only high-quality, decorative exterior construction materials on the visible exterior of the following portions of all structures:
 - Any portion of the structure within 50 feet of an adjacent residentially zoned property; **N/A**
 - Any portion of the structure located within 50 feet of a public right-of-way;
 - Any other portion of the structure visible from a public street... The following exterior construction materials shall not be considered “high quality, decorative”: non-decorative concrete or cinder block, non-decorative concrete foundation walls or panels, non-decorative plywood, asphaltic siding, or other materials using exposed fastener systems or non-decorative surfaces as determined by the Planning Commission. However, such materials may be allowed by the Planning Commission as decorative elements.

We will need details to confirm these requirements.

20. Architectural and design elements shall be compatible with the surrounding area and community standards and shall minimize user specific elements as determined by the plan commission. Metal panels with exposed exterior fasteners of the same color may be used on a maximum of 50 percent of the front side of the building. This material is not allowed within 50 feet of any customer or visitor entrance. **This will be determined by the Planning Commission.**
21. A landscaping plan which meets the requirements of Article VI of the zoning code must be provided.
22. Bufferyards landscaping is required where two different zoning classifications abut one another. **The adjacent properties are the same classification, so there are no bufferyard requirements.**
23. Exterior lighting standards.
All off-street parking areas shall be lit to ensure safe and efficient use. An illumination level of between 0.4 and 1.0 footcandles are recommended and said illumination shall not exceed the standards of section 78-707. The maximum lighting as measured at the property line is 0.5 footcandles. The maximum average on-site lighting shall be 2.4 footcandles. The minimum lighting standard for parking areas used after sunset shall be 0.2 foot-candles. The lighting element shall not be visible from the residentially zoned properties. **A photometric plan will need to be provided to verify these requirements.**
24. All exterior trash storage areas shall be located within a gated enclosure which completely screens the view a said trash. The exterior of said enclosure shall be constructed of some or all of the materials used on the main building. **We will need details regarding this requirement.**
25. A stormwater management and erosion control plan, application and fees are required. Dane County Land Conservation, the City's consultant, will review the plan and perform inspections. **The plan, application and fees shall be submitted to the Department of Planning & Development office at Stoughton City Hall.**
26. Proposed utilities-including electrical transformers and HVAC locations shall be shown on the utility plan. **Contact Robert Kardasz, Stoughton Utilities for electric, water and wastewater services. HVAC equipment and electric transformers shall be screened from street view.**
27. Required off-street parking shall not be used for snow storage. **This is expected.**
28. Any proposed signage will require a detailed plan and permit prior to installation. **Signage must meet the requirements of zoning code, articleVIII.**
29. State of Wisconsin approved building plans will be necessary prior to issuance of a building permit but are not necessary to begin the City review process.

Business Park Covenants:

The following items are contained in the Business Park Covenants and will need to be addressed as noted:

1. Plan Submittal

- a. Name and mailing address of developer/owner. **Provided.**
- b. Utilities and utility right of way easements. **The easement is contained within the 75-foot conservation area at the rear of the property. All existing and proposed utilities will need to be shown.**
- c. Exterior signs. **A plan shall be submitted if signage is planned.**
- d. Exterior Lighting. **A compliant photometric plan shall be provided.**
- e. Clearing, grading, and drainage plan showing proposed clearing limits, existing and proposed contours at two foot intervals. **Expected**
- f. Site statistics, including site square footage, percent of site coverage's and percent of park or open space. **Expected**
- g. All exterior materials and colors, including manufacturer's name and catalogue numbers or samples of the same. **Expected**
- h. Location and dimensions of all proposed outdoor storage areas, and the location and dimensions of all fencing and screening. **No outdoor storage or fencing is currently proposed.**

2. Development Standards

- a. "All electrical and air conditioning structures, including towers and air handling units, regardless of location and whether on the roof or otherwise, shall be concealed by landscaping or by decorative screening materials which form an integral part of the design." **This will need to be shown.**
- b. All areas intended to be utilized for parking space and driveways shall be surfaced with bituminous asphalt or concrete." **Expected to be paved as proposed.**
- c. "All parking stalls shall be marked with painted lines not less than 4" wide." **Expected.**
- d. "No parking areas will be permitted within the building set back lines with the following two exceptions:
 1. Office employee and visitor parking may be permitted within the front yard setback lines subject to approval of the Committee. **N/A.**
 2. Lots bounded by more than one road may have parking areas within the building set back lines along roads other than the one on which the building fronts subject to approval by the Committee." **NA**
- e. "A scale drawing of any sign, trademark or advertising device to be used on any lot or the exterior of any building or structure will be submitted to the Committee in triplicate or the written approval by the Committee." **None proposed.**
- f. "The front yard setback area shall be landscaped with an effective combination of trees, ground cover and shrubbery. All unpaved areas not utilized for parking shall

be landscaped in a similar manner. The entire area between the curb and a point 10 feet in back of the front property line shall be landscaped, except for any access driveway in said area. Notwithstanding the above, the entire area between the right-of-way and the building setback line shall be densely landscaped with a combination of effective visual screening on all use areas.” **Expected to be consistent with existing development and previous approvals.**

- g. “Areas used for parking shall be landscaped and/or fenced in such a manner as to interrupt or screen said areas from view of access streets, freeways, and adjacent properties. Plant materials used for this purpose shall consist of lineal or grouped masses of shrubs and/or trees.” **Expected to be consistent with existing development and previous approvals.**
- h. “All outdoor storage shall be visually screened from access streets and adjacent property.” **No outdoor storage is allowed unless reviewed and approved as part of a conditional use process.**
- i. “Outdoor storage shall be meant to include parking of all company owned and operated vehicles, with the exception of passenger vehicles.” **Outdoor storage may need to be considered, if applicable.**
- j. “All outdoor refuse collection areas shall be visually screened from access streets and adjacent property by a complete opaque screen.” **If necessary, specifications need to be provided.**
- k. “Architectural Review. **The Business Park North Committee will take into account the appearance of all buildings, parking areas and storage areas.**”

3. Any other information considered pertinent by the Committee.

If you have any questions, please contact me at 608-646-0421

Sincerely,
City of Stoughton

Michael P. Stacey

Michael P. Stacey
Zoning Administrator/Assistant Planner