

## **MEETING NOTICE**

The **City of Stoughton** will hold a meeting of the **Business Park North Committee** on **Monday, June 25, 2012 at 9:00 am**, in the **Hall of Fame Room**, Lower Level, **City Hall**, 381 E. Main Street, Stoughton WI.

### **AGENDA:**

1. Call to Order
2. Consider approval of the Business Park North Committee meeting minutes of May 14, 2012.
3. David Wendt of Colorcon, Inc., requests site plan approval to relocate a dust collector and fan at 440 Business Park Circle, Business Park North.
4. Future agenda items.
5. Adjournment.

Randy Olson – Chair, Business Park North Committee

6/19/12mps

Notice sent to:

### **Business Park North Committee**

Randy Olson, Chamber Board President, Chair

Keith Comstock, Chamber Rep., Vice-Chair

Dave Phillips, Chamber Executive Director

Tim Swadley, Council member

Greg Jenson, Council member

Finance Director Laurie Sullivan

Planning Director Rodney Scheel

**cc:** Zoning Administrator Michael Stacey (2 Packets)

Utilities Director Bob Kardasz (Packet)

Stoughton Newspapers (fax)

City Attorney Matt Dregne (e-mail)

Department Heads & Council Members (e-mail)

Area Towns (e-mail)

Derek Westby (email)

David Wendt (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.**

**SPECIAL MEETING MINUTES OF THE BUSINESS PARK NORTH COMMITTEE**  
**Monday May 14, 2012 – 9:00 A.M.**  
**City Hall, Hall of Fame Room, 381 E. Main Street, Stoughton, WI.**

**Present:**

**Business Park North Committee:** Keith Comstock, Chair; Randy Olson; Dave Phillips; Greg Jenson; Laurie Sullivan; and Rodney Scheel;

**Absent and Excused:** Tim Swadley

**Guests:**

**Press:** None

**Staff:** Michael Stacey; Mayor Olson

1. **Call to Order:** Scheel called the meeting to order at 9:00 a.m.

2. **Elect BPN Chair.**

Jenson nominated Randy Olson as Chair, 2<sup>nd</sup> by Sullivan.

Phillips nominated Comstock as Chair.

Phillips, Sullivan and Jenson cast a majority vote for Randy Olson to be Chair.

3. **Elect BPN Vice-Chair.**

Phillips nominated Comstock as Vice-Chair, 2<sup>nd</sup> by Jenson. There being no other nominations, a unanimous vote was cast for Comstock as Vice-Chair.

4. **Consider approval of the joint Planning Commission and Business Park North Committee meeting minutes of November 1, 2011.** Motion by Olson to approve the minutes of November 1, 2011 as presented, 2<sup>nd</sup> by Comstock. Motion carried unanimously.

5. **Todd Kane, Nelson Global requests site plan approval to construct a corporate office/light industrial building at 1560 Williams Drive, Outlot 2, Business Park North.** Scheel gave an overview of the request.

Discussion included: Williams Drive upgrades; onsite snow removal and BPN signage easement.

Motion by Olson to recommend the Planning Commission approve the site plan as presented for Nelson Global at 1560 Williams Drive, contingent on the staff letter dated May 1, 2012, 2<sup>nd</sup> by Comstock. Motion carried unanimously.

6. **Discuss status of dissolution of covenants and future of Business Park North Committee.**

Scheel explained the situation related to dissolution or amendment of the covenants. A lengthy discussion took place regarding the covenants and future role of the committee. The group agreed there could be an owner's group established that could provide feedback related to new projects in the business park. Comstock is going to pursue an owner's group. The committee will continue to function as established at this time.

7. **Future Agenda Items.**

None discussed.

8. **Adjournment:** Motion by **Comstock** to adjourn at 9:45 am, 2<sup>nd</sup> by **Scheel**. Motion carried unanimously.

Respectfully submitted,  
Michael Stacey

**City of Stoughton Procedural Checklist for Zoning Permit Review and Approval  
(Requirements per Section 78-904)**

This form should be used by the Applicant as a guide to submitting a complete application for a zoning permit and by the City to process said application. Parts I and III should be used by the Applicant to submit a complete application; Parts I - III should be used by the City as a guide when processing said application.

**I. GENERAL INFORMATION**

Applicant Name: DAVID WENDT 877 8011

Applicant Address: 440 BUSINESS PARK CIRCLE

Property Owner Name: COLORCON, INC

Property Owner Address: 440 BUSINESS PARK CIRCLE

Architect Name: N/A

Architect Address: N/A

Engineer Name: DAVID WENDT

Engineer Address: 440 BUSINESS PARK CIRCLE

Contractor Name: ADVANCED BUILDING CORPORATION

Contractor Address: 3624 PIONEER RD., VERONA, WI 53593

Description of the site (lot, block, recorded subdivision or metes and bounds):

LOTS 6, 7, AND 8, STOUGHTON BUSINESS PARK NORTH, IN THE  
CITY OF STOUGHTON, DANE COUNTY, WISCONSIN.

Address of the subject site: 440 BUSINESS PARK CIRCLE

Type of structure: DUST COLLECTOR AND FAN

Existing and proposed operation or use of the structure or site:

RELOCATE DUST COLLECTOR AND FAN. ADD CEMENT  
DRIVEWAY FOR FORK LIFT TO DUST COLLECTOR.

Number of existing and proposed employees: 18 NOW AND FUTURE

Zoning district within which the subject site lies: PLANNED INDUSTRIAL

## II. RECORDATION OF ADMINISTRATIVE PROCEDURES

Date of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ Date: \_\_\_\_\_ by: \_\_\_\_\_ N/A

✓ Application form filed with Zoning Administrator: Date: 6/18/12 by: mps

✓ Application fee of \$ 80 received by Zoning Administrator: Date: 6/18/12 by: mps

\_\_\_\_\_ If necessary, reimbursement of consultant costs: Date: \_\_\_\_\_ by: \_\_\_\_\_

## III. PERMIT SUBMITTAL REQUIREMENTS

Plat of survey prepared by a land surveyor registered in Wisconsin showing the location, boundaries, dimensions, uses and size of the following:

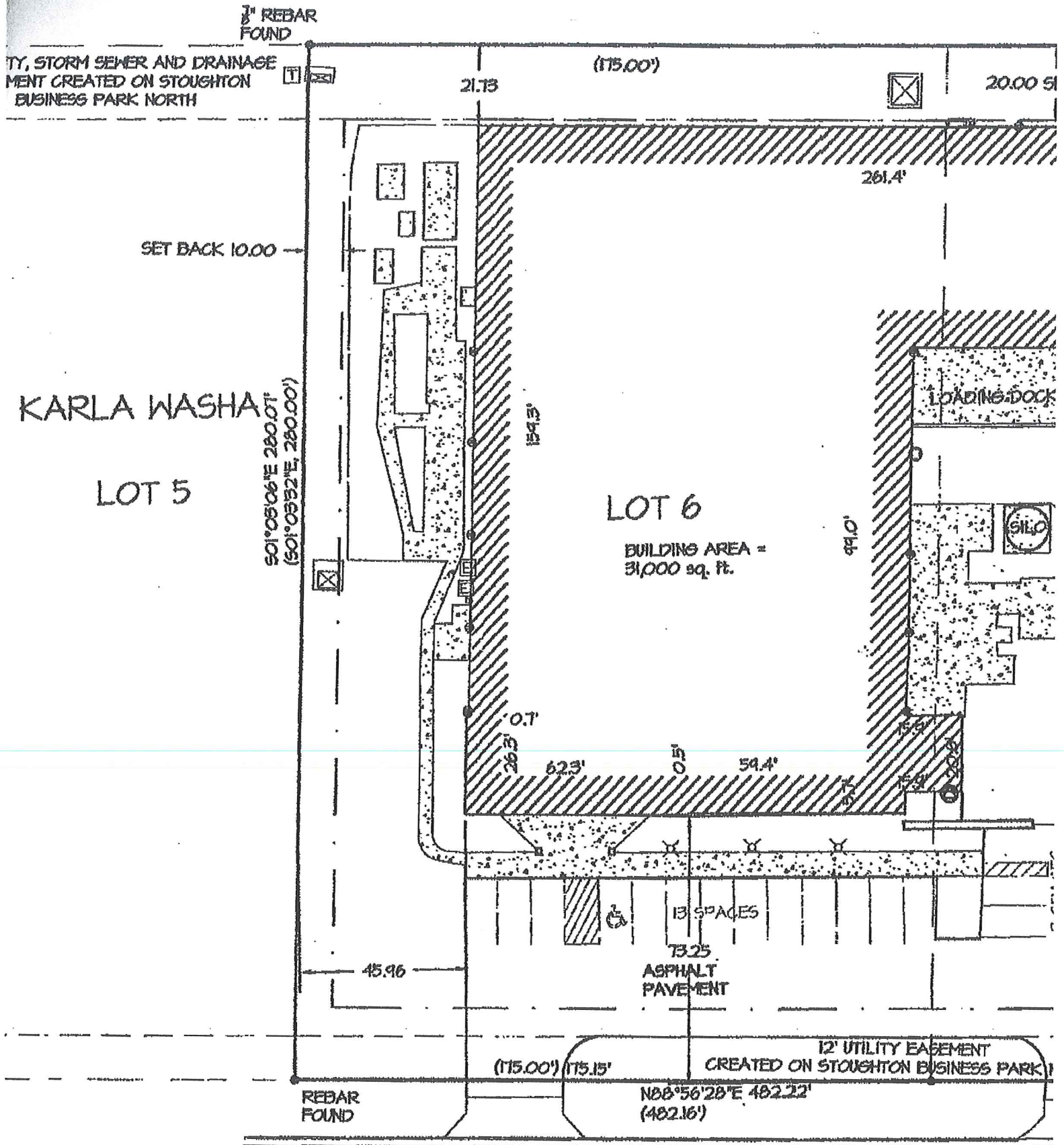
- Subject site
- Existing and proposed structures
- Existing and proposed easements
- Streets and other public ways
- Off-street parking, loading areas, and driveways
- Existing highway access restrictions
- High water, channel floodway, and floodplain boundaries
- Existing and proposed street, side, and rear yards
- Type, slope and boundaries of soils shown in the Dane County Soils Survey prepared by the United States Department of Agriculture Soil Conservation Service.

There may be additional information as requested by the Plan Commission or Zoning Administrator.

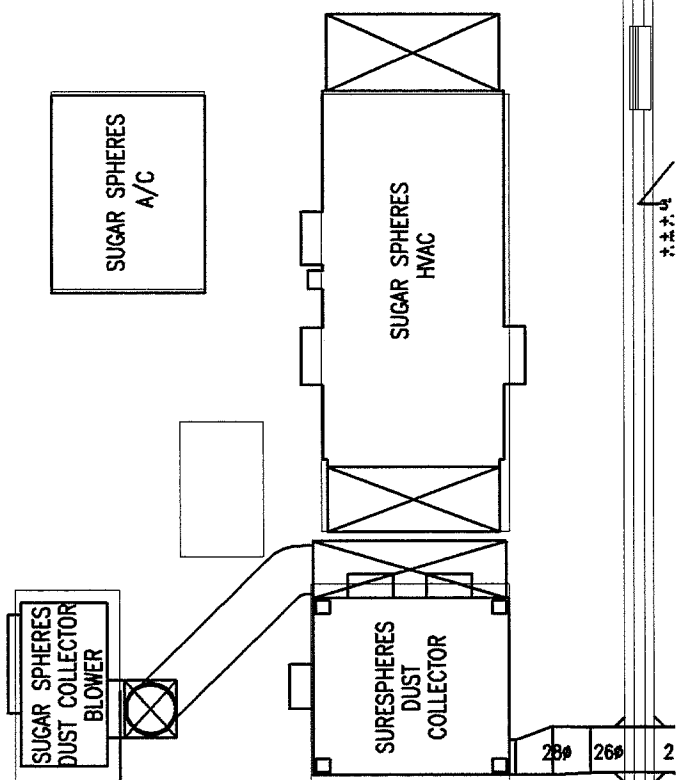








BEFORE



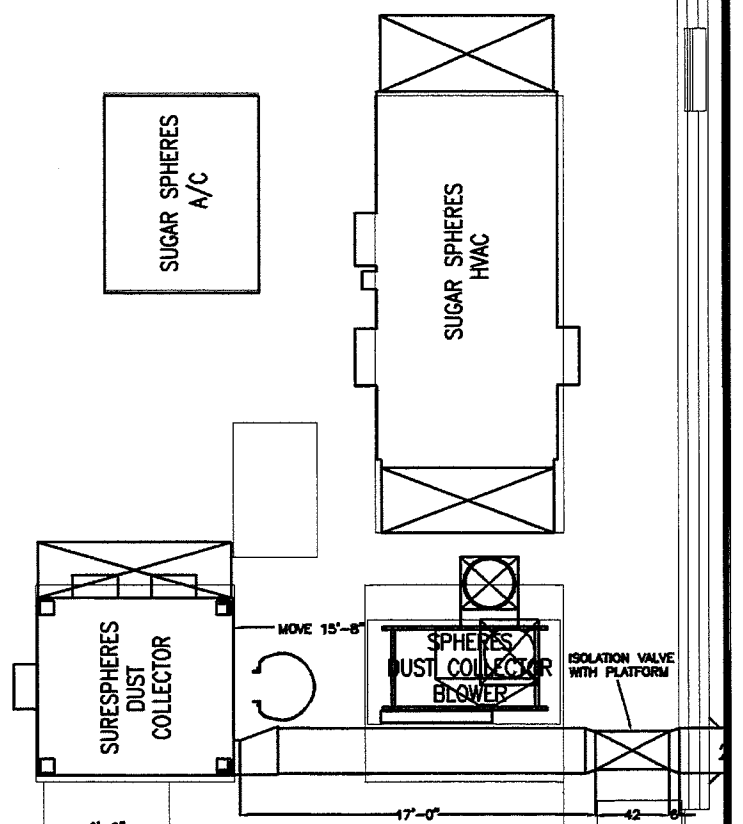
WHITE COATINGS  
A/C

## WHITE COATINGS

DRI-KLEAR  
A/C

**DRI-KLEAR**

AFTER



WHITE COATINGS  
A/C

## WHITE COATINGS

**DRI-KLEAR**

**ORI-KLEAR**  
**A/C**

# Colofcon

**440 Business Park Circle  
Stoughton, WI 53589  
608-877-8970**

|                   |                  |
|-------------------|------------------|
| CREATED BY<br>DKW | DATE<br>06/05/12 |
|-------------------|------------------|

**B**

**SUGAR SPHERES  
DUST COLLECTOR  
ISOLATION  
VALVE RELOCATION**

|                           |     |
|---------------------------|-----|
| DRAWING NO. / TYPE LETTER | REV |
| STSS0069                  | —   |





CITY OF STOUGHTON  
DEPARTMENT OF PLANNING & DEVELOPMENT  
381 East Main Street, Stoughton, WI. 53589  
www.cityofstoughton.com/planning

RODNEY J. SCHEEL  
DIRECTOR  
(608) 873-6619  
fax: (608) 873-5519

June 19, 2012

Colorcon, Inc.  
David Wendt  
440 Business Park Circle  
Stoughton, WI. 53589

Dear Mr. Wendt:

I have completed a review of the proposed site plan for Colorcon, Inc., 440 Business Park Circle, Stoughton - Plan submitted 6/18/12. As noted, additional information may be required to be provided or shown on the plan.

**Zoning Code Requirements:**

1. The property at 440 Business Park Circle is zoned PI – Planned Industrial. Light Industrial uses are permitted within the planned industrial district.
2. The Comprehensive Plan, planned land use map designates this property as General Industrial. **The Planned Land Use Map is in the process of being updated to planned industrial for this property.**
3. There are no changes that affect requirements related to parking, lighting or landscaping.
4. The minimum paved surface setback is five feet from the side or rear lot line and ten feet from a right-of-way. The proposed cement driveway addition meets this requirement.
5. The setback requirement for accessory structures is 4 feet from the side and rear lot lines. Additionally, no structures may be placed within an easement. The proposed site plan meets these requirements.

**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. **These are delineated on the plan.**
  - c. Exterior signs. **N/A**
  - d. Exterior Lighting. **N/A**
  - e. Clearing, grading, and drainage plan showing proposed clearing limits, existing and proposed contours at two foot intervals. **N/A**
  - f. Site statistics, including site square footage, percent of site coverage's and percent of park or open space. **N/A**

- g. All exterior materials and colors, including manufacturer's name and catalogue numbers or samples of the same. **N/A**
- h. Location and dimensions of all proposed outdoor storage areas, and the location and dimensions of all fencing and screening. **N/A**

## 2. Development Standards

- a. "The front façade and street-side facades shall be brick, stone, architectural concrete panels, architectural metal, architectural wood and/or glass. Unfaced concrete block, structural concrete, prefabricated metal siding, and the like are discouraged from such façade areas. The use of these materials elsewhere shall only be in a manner approved by the Committee. Special consideration shall be exercised for structures on a corner lot." **N/A**
- b. "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." **Existing screening is sufficient.**
- c. All areas intended to be utilized for parking space and driveways shall be surfaced with bituminous asphalt or concrete." **N/A**
- d. "All parking stalls shall be marked with painted lines not less than 4" wide." **N/A**
- e. "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." **N/A**
- f. "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." **N/A**
- g. "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." **N/A**
- h. "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." **N/A**
- i. "All outdoor storage shall be visually screened from access streets and adjacent property." **N/A**
- j. "Outdoor storage shall be meant to include parking of all company owned and operated vehicles, with the exception of passenger vehicles." **N/A**
- k. "All outdoor refuse collection areas shall be visually screened from access streets and adjacent property by a complete opaque screen." **N/A**
- l. "Architectural Review." **N/A**

2. 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

cc. Planning Commissioners