

OFFICIAL JOINT MEETING NOTICE AND AGENDA

The **City of Stoughton** will hold a joint meeting of the **Planning Commission and Business Park North Committee** on **Monday, March 14, 2016 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. Ronald Grosso requests a conditional use permit and site plan approval to build 6 duplex style principal buildings for up to 12 small or startup companies at 300 Business Park Circle, Lot 14, Business Park North.
 - Public Hearing
 - Recommendation to Council
 - Site Plan Approval
3. Future Agenda Items.
4. Adjournment.

Mayor Donna Olson – Chair, Planning Commission
Paul Lawrence – Chair, Business Park North Committee
3/3/16 mps

Packets sent to:

Planning Commission

Mayor Donna Olson, Chair
Ron Christianson, Council member, Vice-Chair
Pat O'Connor, Council member
Scott Truehl, Council member
Mike Maloney, Citizen Member
Todd Krcma, Citizen Member
Matt Hanna, Citizen Member

Business Park North Committee

Paul Lawrence, Council member, Chair
Greg Jenson, Council member, Vice-Chair
Marilyn Housner Chamber Exec. Director
Kate Schieldt, Chamber President
David Wendt, Business Park North Rep.
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 (email)
Kelli Krcma (email)
Derek Westby (email)
Ryan Quam (email)

Area Towns (email)
Peter Sveum (email)
DErickson@madison.com
Bill Livick (email)
Ronald Grosso (email)
Council Members (email)
Steve Kittelson (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

RODNEY J. SCHEEL
DIRECTOR

(608) 873-6619 www.ci.stoughton.wi.us

Date: March 3, 2016

To: Planning Commissioners and Common Council

From: Rodney J. Scheel
 Director of Planning & Development

 Michael P. Stacey
 Zoning Administrator/Assistant Planner

Subject: Agenda Item for the March 14, 2016 Joint Meeting of the Planning Commission and
 Business Park North Committee Meeting

1. Ronald Grosso requests a conditional use permit and site plan approval to build 6 duplex style, principal buildings for up to 12 small or startup companies at 300 Business Park Circle, Lot 14, Business Park North.

Ronald Grosso has recently purchased the property at 300 Business Park Circle and is now proposing to construct 6 duplex style buildings which will be leased to potential small or startup companies. Mr. Grosso initially plans to build 4 of the buildings and 2 more as the units fill up. A conditional use permit is required for more than one principal structure. The resolution, plans, staff review letter and related materials are provided. A recommendation to Council is necessary. Staff recommends approval contingent on the staff review letter.

CITY OF STOUGHTON, 381 E. MAIN STREET, STOUGHTON, WISCONSIN

RESOLUTION OF THE COMMON COUNCIL

Approving a Conditional Use Permit for Ron Grosso to construct 6 duplex style, principal buildings for up to 12 small or start-up companies at 300 Business Park Circle, Stoughton, Wisconsin.

Committee Action: Planning Commission and Business Park North Committee recommend Council approval – 0 with the Mayor voting

Fiscal Impact: None.

File Number: R- -2016

Date Introduced:

The City of Stoughton, Wisconsin, Common Council does proclaim as follows:

WHEREAS, on March 14, 2016 the City of Stoughton Planning Commission and Business Park North Committee held a public hearing and reviewed the proposed conditional use permit and site plan approval request by Ron Grosso, for property located at 300 Business Park Circle, Stoughton, Wisconsin; and

WHEREAS, the conditional use permit is requested to construct six (6) duplex style, principal buildings; and

WHEREAS, the Zoning Administrator has determined:

- The proposed conditional use (the use in general and at the proposed specific location) is in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton comprehensive Plan, zoning ordinance or any other plan;
- The conditional use in its proposed location and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this chapter, the comprehensive plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the city of other government agency having jurisdiction to guide development;
- The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property;
- The proposed conditional use is located in an area that will be adequately served by and will not impose an undue burden on any of the improvements, facilities, utilities or services provided by public agencies serving the subject property;
- The potential public benefits of the proposed conditional use outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant’s proposal and any requirements recommended by the applicant to ameliorate such impacts; and

WHEREAS, the Planning Commission and Common Council determined the proposed conditional use permit will not create undesirable impacts on nearby properties, the environment, nor the community as a whole; now therefore

BE IT RESOLVED, by the City of Stoughton Common Council that the Conditional Use Permit request for Ron Grosso to construct 6 duplex style, principal buildings for up to 12 small or start-up companies at 300 Business Park Circle, Stoughton, Wisconsin is hereby approved contingent on the staff review letter dated February 26, 2016.

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Donna Olson, Mayor Date

Council Action: _____ **Override** **Vote** _____

PUBLIC HEARING NOTICE

The City of Stoughton Planning Commission and Business Park North Committee will hold a Public Hearing on Monday, March 14, 2015 at 5:30 o'clock p.m., or as soon after as the matter may be heard, in the Council Chambers, Public Safety Building, 321 South Fourth Street, Second Floor, Stoughton, Wisconsin, 53589, to consider a proposed Conditional Use Permit Application by Ron Grosso, for Multiple Principle Buildings proposed to be used for small start-up companies at 300 Business Park Circle, Stoughton, Wisconsin. The property at 300 Business Park Circle is currently listed in Dane County records as being owned by the City of Stoughton, and is more fully described as follows:

Parcel Number: 281/0511-051-0144-3,

STOUGHTON BUSINESS PARK NORTH LOT 14 SUBJ TO ACCESS ESMT SUBJ TO
CONSERVATION ESMT IN DOC #3897154

(This property description is for tax purposes and may be abbreviated)

For questions regarding this notice please contact Michael Stacey, Zoning Administrator at 608-646-0421

Michael P Stacey
Zoning Administrator

Published February 18, 2016 Hub

Published February 25, 2016 Hub

City of Stoughton Procedural Checklist for Conditional Use Review and Approval (Requirements per Section 78-905)

This form is designed to be used by the Applicant as a guide to submitting a complete application for a conditional use *and* by the City to process said application. Parts II and III are to be used by the Applicant to submit a complete application; Parts I - IV are to be used by the City when processing said application.

Name of Applicant: GIP - Stoughton LLC Ben Grosso member

Address & Phone of Applicant: 400 W Oak St Cottage Grove WI 608-345-0406

Conditional Use Requested: _____

Property Address: 300 Business Park Circle, Stoughton WI

I. Record of Administrative Procedures for City Use

Meetings with Staff:

Date of Meeting: 12-22-15 Met with: Mike Stacey

Date of Meeting: _____ Met with: _____

Application form filed with Zoning Administrator Date: 2/3/16

Application fee of \$ 440 received by Zoning Administrator Date: 2/3/16

If necessary, reimbursement of consultant costs agreement executed: Date: _____

II Application Submittal Packet Requirements for City and Applicant Use

Prior to submitting the final complete application as certified by the Zoning Administrator, the Applicant shall submit an initial draft application for staff review, followed by one revised final application based upon staff review and comments.

Application (1 copy to Zoning Administrator)

Date: 2/3/16

N/A

- (a) **A map of the proposed conditional use:**
 - Map and all its parts are clearly reproducible with a photocopier.
 - Map size of 11" by 17" and map scale not less than one inch equals 100 ft.
 - All lot dimensions of the subject property provided.
 - Graphic scale and north arrow provided.

N/A

- (b) **A map, such as the Planned Land Use Map, of the generalized location of the subject property in relation to the City as a whole.**

- (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations.
- (d) A site plan (conforming to the requirements of Section 78-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a large development (per Sections 78-205(11)) or a group development (per Section 78-205(12)) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 78-908.
- (e) Written justification for the proposed conditional use:
 - Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Stoughton Comprehensive Plan, particularly as evidenced by compliance with the standards set out in Section 78-905(4)

III Justification of the Proposed Zoning Ordinance Amendment for Applicant Use

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

we intend on building 6 small duplex
buildings - with the idea of startup
companies of small businesses occupying
them

2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Stoughton Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

the use of lot 14 will be the
same as the lot next door

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 78-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

no it does not

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

it should blend in as well as the other businesses in the park

5. Is the proposed conditional use located in an area that will be adequately served by and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

yes

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 78-905(4)(b)1.5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

yes, as I see no adverse impact

IV. Final Application Packet Information for City Use

Receipt of (8.5" by 11" text and 11" by 17" graphics)
copies of final application packet by Zoning Administrator

Date: 2/3/16

Notified Neighboring Property Owners (within 300 feet)

Date: 2/8/16

Notified Neighboring Township Clerks (within 1,000 feet)

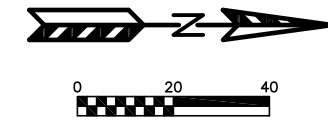
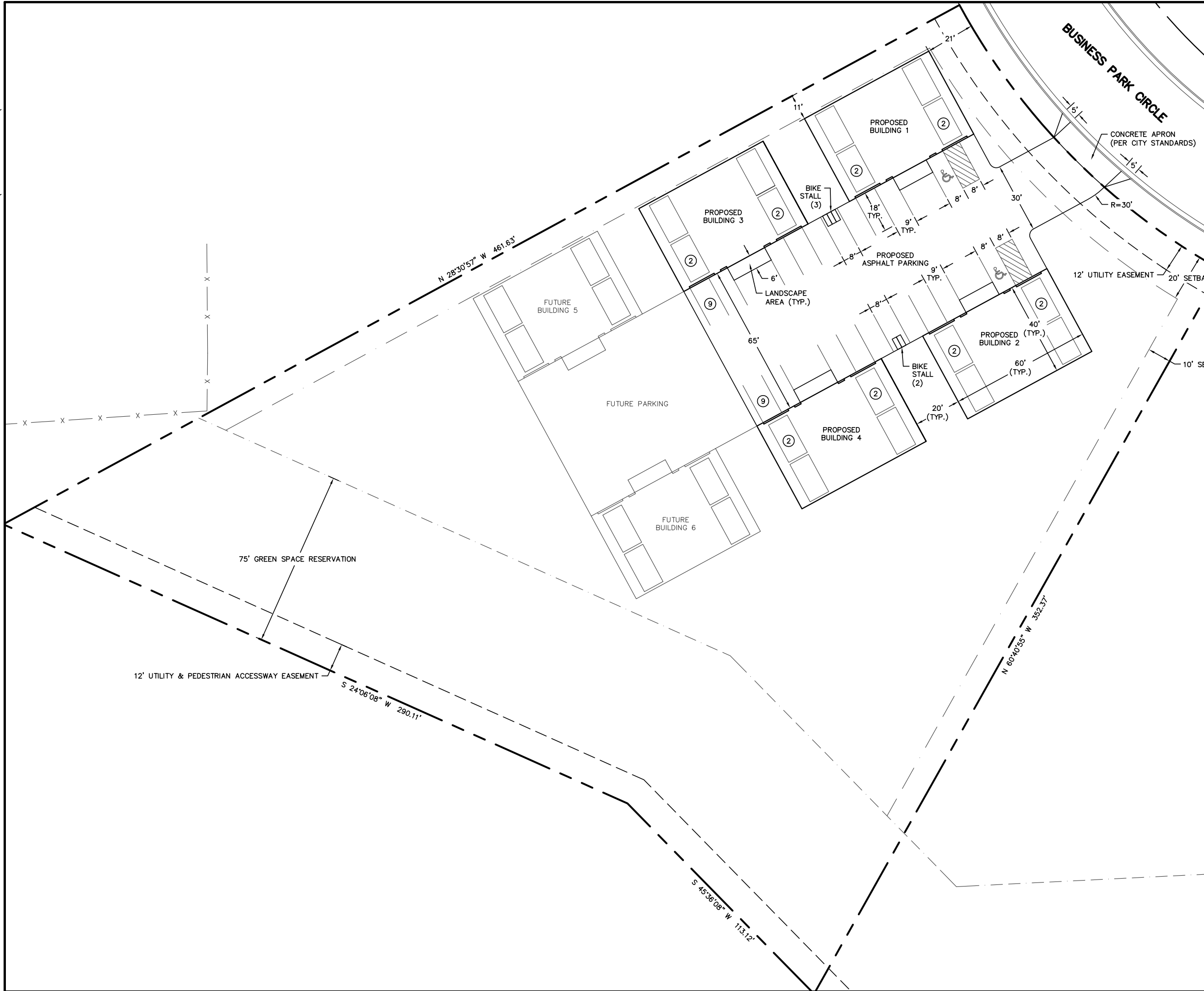
Date: 2/8/16

Class 2 legal notice sent to official newspaper by Planning Staff

Date: 2/3/16

Class 2 legal notice published on 2/18/16 and 2/25/16

Conditional Use recorded with the County Register of Deeds Office: Date: _____



SITE INFORMATION
 LOT AREA = 97,859 SQUARE FEET
 FLOOR AREA = 9,600 SQUARE FEET
 FLOOR AREA RATIO = 9.8%
 IMPERVIOUS SURFACE AREA = 19,705 SQUARE FEET
 IMPERVIOUS SURFACE AREA RATIO = 20.1%

PARKING LOT PLAN SITE INFORMATION BLOCK

Site Address 300 BUSINESS PARK CIRCLE
 Site acreage (total) 2.24 ACRES

Number of Parking stalls:

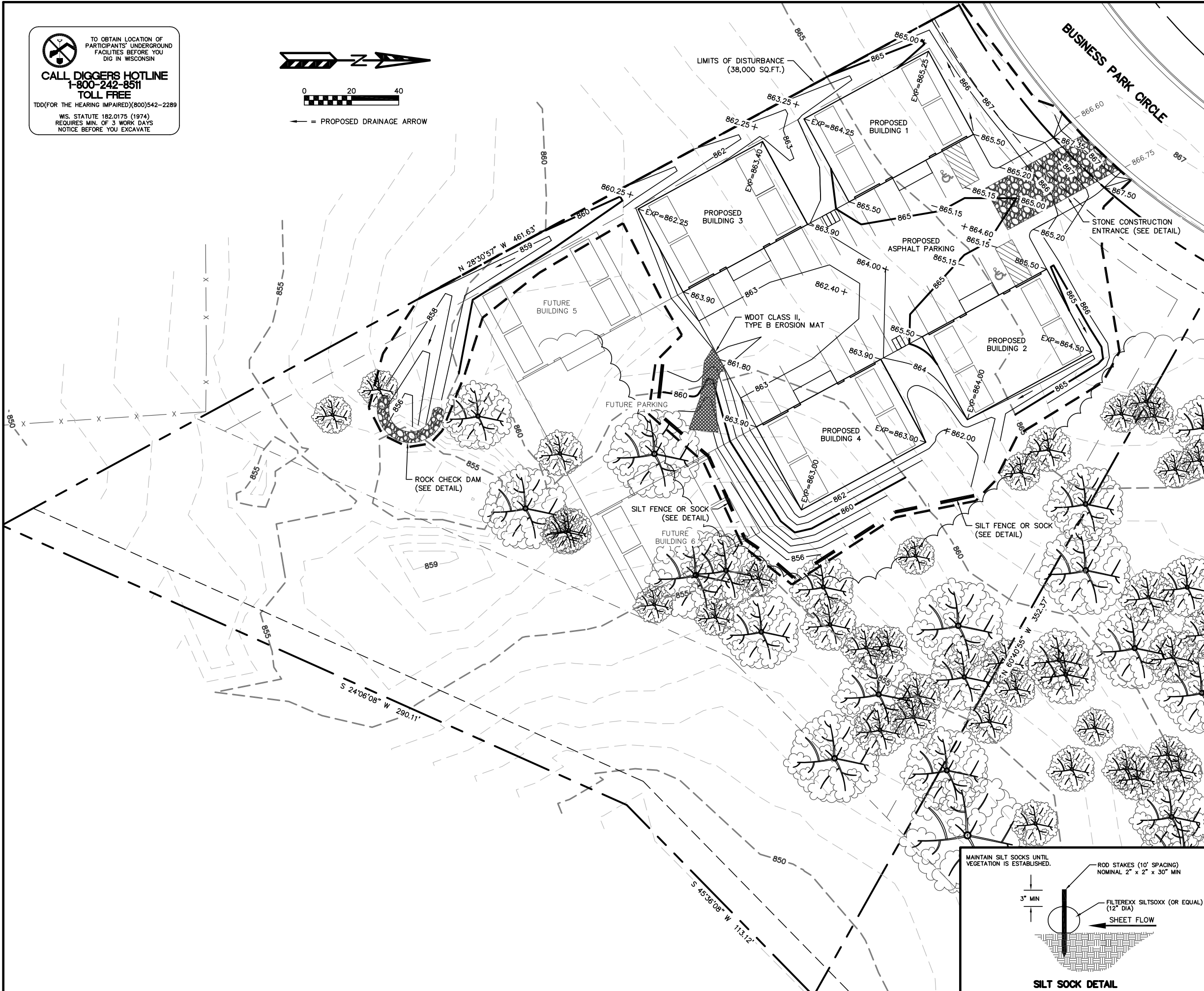
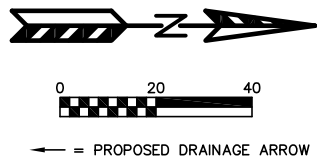
DESCRIPTION	SHOWN
Large Car	32
Accessible	2
Total	34

Number of trees shown (See Landscape Plan)

LOT 14 - STOUGHTON BUSINESS PARK NORTH
 SITE PLAN
 PAGE: 1 OF 4
 DATED: FEBRUARY 23, 2016

QUAM ENGINEERING, LLC
 Residential and Commercial Site Design Consultants
 www.quamengineering.com
 4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558
 Phone (608) 838-7750; Fax (608) 838-7752

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN
CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE
 TDD(FOR THE HEARING IMPAIRED)(800)542-2289
 WIS. STATUTE 182.0175 (1974)
 REQUIRES MIN. OF 3 WORK DAYS
 NOTICE BEFORE YOU EXCAVATE



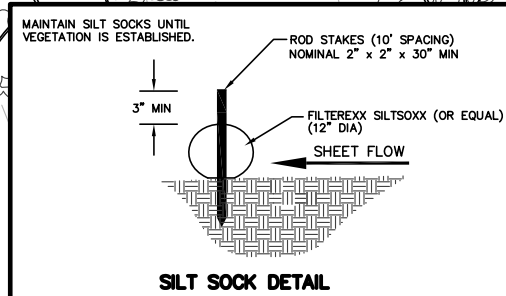
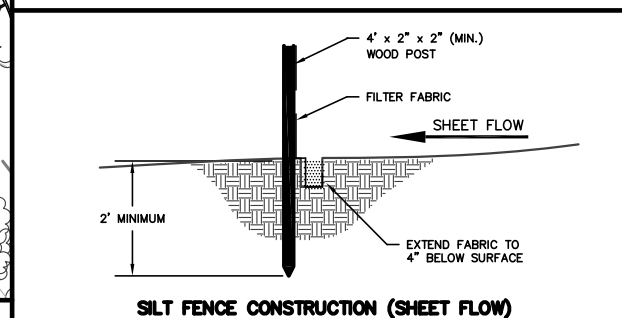
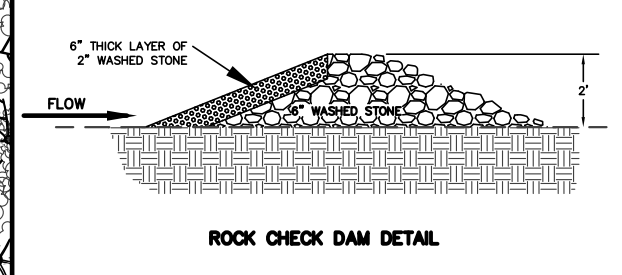
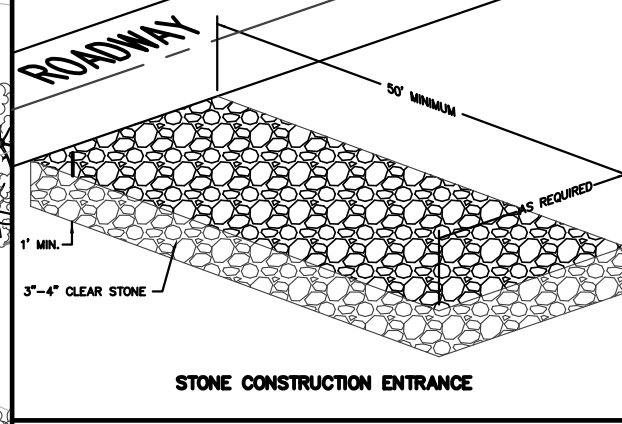
EROSION NOTES:
 THE STONE CONSTRUCTION ENTRANCE SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION. THE TRACKING PAD IS TO BE MAINTAINED BY THE CONTRACTOR IN A CONDITION, WHICH WILL PREVENT THE TRACK OF MUD OR DRY SEDIMENT ONTO THE ADJACENT PUBLIC STREETS. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORKDAY.
 EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO GRADING OPERATIONS AND SHALL BE PROPERLY MAINTAINED FOR MAXIMUM EFFECTIVENESS UNTIL VEGETATION IS ESTABLISHED. ALL EROSION CONTROL MEASURES AND STRUCTURES SERVING THE SITE MUST BE INSPECTED AT LEAST WEEKLY OR WITHIN 24 HOURS OF A 0.5 INCH RAIN EVENT. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.
 CUT AND FILL SLOPES SHALL BE NO GREATER THAN 3:1.
 EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECOGNIZING AND CORRECTING ALL EROSION CONTROL PROBLEMS THAT ARE A RESULT OF CONSTRUCTION ACTIVITIES. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.

TIME SCHEDULE:
 APRIL 1, 2016 INSTALL INITIAL EROSION CONTROL DEVICES.
 APRIL 1 - SEPTEMBER 15, 2016 CONSTRUCT BUILDINGS 1-4 & PARKING LOT AND RESTORE PERVIOUS DISTURBED AREAS.

RESTORATION NOTES:
 ALL PERVIOUS DISTURBED AREAS SHALL RECEIVE A MINIMUM OF FOUR (4) INCHES OF TOPSOIL, SEED AND MULCH. ALL PERVIOUS DISTURBED AREAS SHALL RECEIVE FERTILIZER EXCEPT NATIVE PLANTING AREAS. RESTORATION WILL OCCUR AS SOON AFTER THE DISTURBANCE AS PRACTICAL. SEED MIXTURE 40 SHALL BE USED ON ALL DISTURBED AREAS. MIXTURES SHALL BE IN ACCORDANCE WITH SECTION 630 OF D.O.T. SPECIFICATIONS. AN EQUAL AMOUNT OF ANNUAL RYEGRASS SHALL BE ADDED TO THE MIX.
 SEED MIXTURES SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. MULCH SHALL CONSIST OF HAY OR STRAW APPLIED AT THE RATE OF 2 TONS PER ACRE.
 FERTILIZER SHALL MEET THE MINIMUM REQUIREMENTS THAT FOLLOW: NITROGEN, NOT LESS THAN 16%; PHOSPHORIC ACID, NOT LESS THAN 8%; POTASH, NOT LESS THAN 8%.

OWNER:
 GIP-STOUGHTON, LLC
 ATTN: RON GROSSO
 400 W OAK STREET
 COTTAGE GROVE, WI 53527

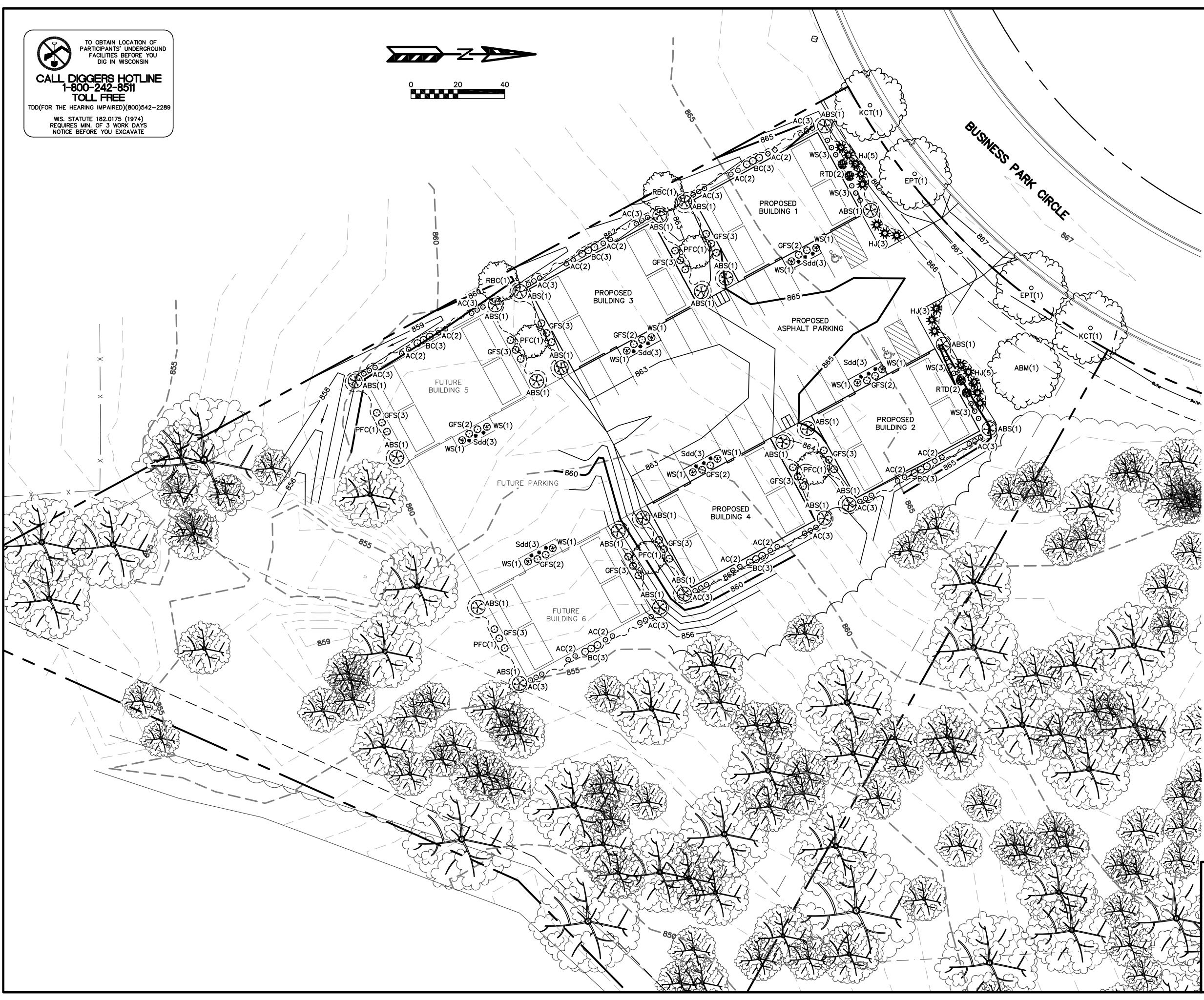
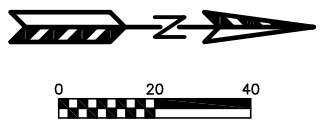
ENGINEER:
 QUAM ENGINEERING, LLC
 ATTN: RYAN QUAM
 4604 SIGGELKOW ROAD, SUITE A
 MCFARLAND, WI 53558



LOT 14 - STOUGHTON BUSINESS PARK NORTH
 GRADING AND EROSION CONTROL PLAN
 PAGE: 2 OF 4
 DATED: FEBRUARY 23, 2016

QUAM ENGINEERING, LLC
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PLANT LIST

KEY	QUAN	SIZE	COMMON NAME	ROOT
EC	44		<u>Climax Trees</u>	
KCT	40	10+	Existing Trees (various)	EX
KCT	2	2"	Espresso Kentucky Coffee Tree	BB
EPT	2	2"	Exclamation Plane Tree	BB
ABM	1	1 1/2"	<u>Tall Deciduous Trees</u>	
ABM	1	1 1/2"	Autumn Blaze Maple	BB
RBC	2	8'	<u>Medium Deciduous Trees</u>	
RBC	2	8'	River Birch Clump	BB
PFC	4	1 1/2"	<u>Low Deciduous Trees</u>	
PFC	4	1 1/2"	Prairie Fire Crab	BB
ABS	24	36"	<u>Tall Deciduous Shrubs</u>	
ABS	24	36"	Autumn Brilliance Serviceberry	BB
AC	106	18"	<u>Medium deciduous Shrubs</u>	
AC	60	18"	Alpine Currant	Pot
BC	18	18"	Black Chokeberry	Pot
RTD	4	18"	Red Twig Dogwood	Pot
WS	24	18"	White Snowberry	Pot
GFS	42	15"	<u>Low Deciduous Shrubs</u>	
GFS	42	15"	Gold Flame Spirea	Pot
HJ	16	18"	<u>Medium Evergreen Shrubs</u>	
HJ	16	18"	Hughes Juniper	Con
sdd	18	1 G	<u>Perennials</u>	
sdd	18	1 G	Stella de Oro Day Lily	Con

- NOTES:
- 1) All turf areas to be seeded (Madison Parks bluegrass seed mix), fertilized, and mulched with straw.
 - 2) Turf areas in drainage swales and slopes 3:1 and greater shall be mulched with straw mat fabric (installed per manufacturer's specifications).
 - 3) Foundation planting beds to me mulched with #2 washed stone, spread to a depth of 3", over weed barrier fabric.
 - 4) Planting beds to be separated from lawn areas with 5" black vinyl edge.
 - 5) Individual trees and shrub groupings in lawn areas to receive shredded hardwood bark mulch plant rings (4' diameter) spread to a depth of 3".
 - 6) Exact location of (4) street trees to be approved by City Arborist.
 - 7) Owner will be responsible for landscape maintenance after completion and acceptance of the project.

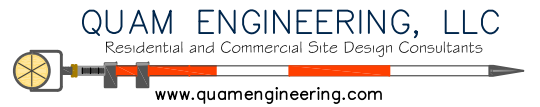


Paul Skidmore, Landscape Architect LLC

Paul Skidmore, ASLA
Landscape Architect

13Red Maple Trail (608) 826-0032
Madison, WI 53717 (608) 335-1529 (c)
paulskidmore@tds.net

LOT 14 - STOUGHTON BUSINESS PARK NORTH
 LANDSCAPE PLAN
 PAGE: 4 OF 4
 DATED: FEBRUARY 23, 2016



4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558
 Phone (608) 838-7750; Fax (608) 838-7752

LANDSCAPE WORKSHEET

Landscape Points Required

Lot zoning: **(PI) Planned Industrial**

Foundation Points Required:

(40 points/100 LF building foundation) $1,200/100 * 40 =$ 480 points

Street Frontage Points Required:

(40 points/100 LF street frontage) $157.91 LF/100 * 40 =$ 64 points

Paved Area Points Required:

(60 points/20 stalls) $48/20 stalls: * 60 =$ 144 points

Developed Lot Points Required:

(10 points/1,000 SF GFA) $14,400/ 1,000 SF * 10 =$ 144 points

Total Landscape Points Required

832 points

Landscape Points Supplied

Foundation Points Supplied:

24 Tall deciduous shrubs @ 5 = 120 points

106 Medium deciduous shrubs @ 3 = 318 points

42 Low deciduous shrubs @ 1 = 42 points

Foundation subtotal: 480 points

Street Frontage Points Required:

1 Tall deciduous tree @ 75 = 75 points

Street Frontage subtotal: 75 points

Paved Area Points Required:

2 Medium deciduous trees @ 15 = 30 points

4 Low deciduous trees @ 10 = 40 points

16 Medium evergreen shrubs @5 = 80 points

Paved Area subtotal: 150 points

Developed Lot Points Required:

40 Climax trees @ 75 = 3,000 points

Developed Lot subtotal: 3,000 points

Total landscape points supplied =

3,705 points

Total street trees required =

4 trees

Total street trees supplied =

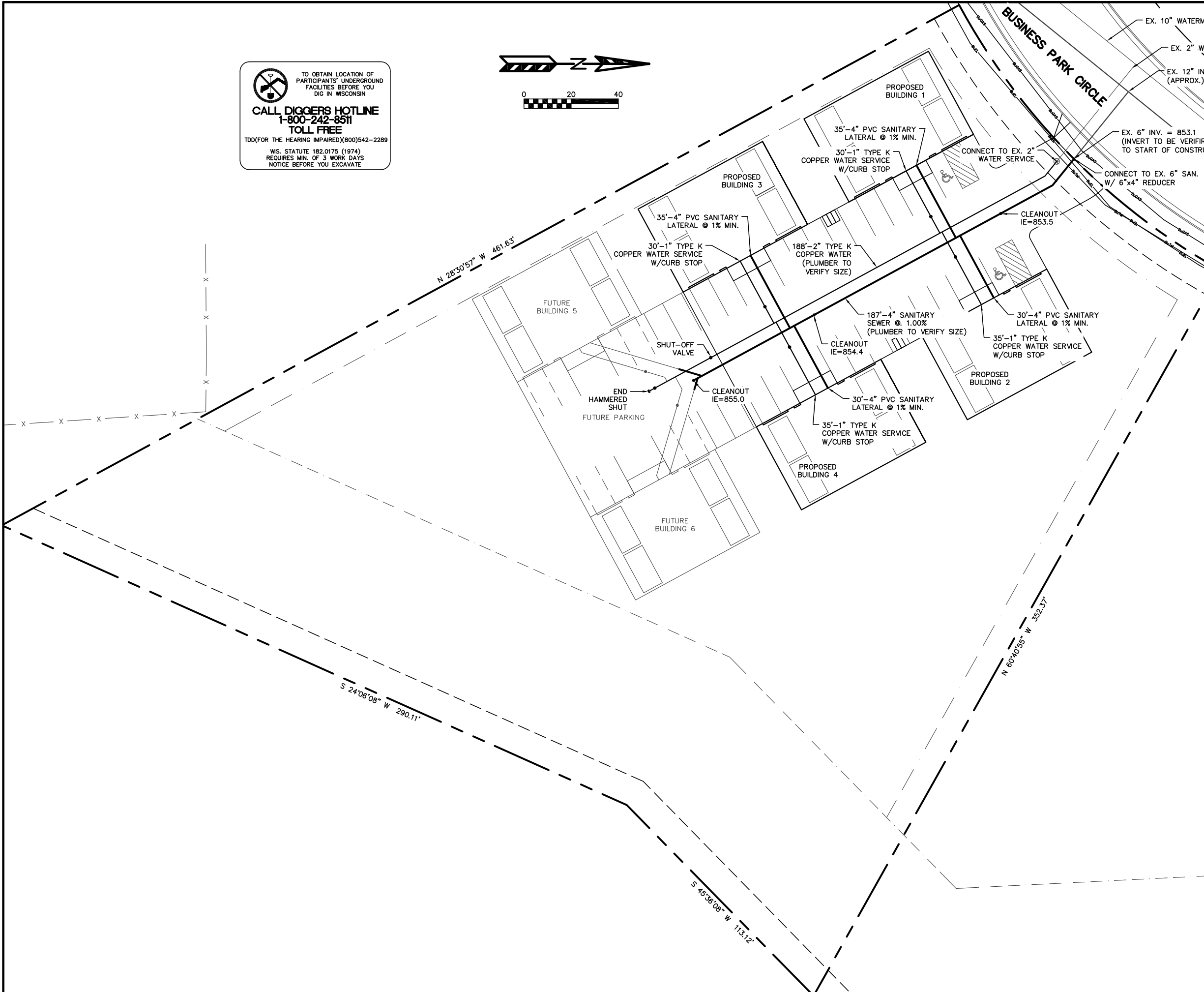
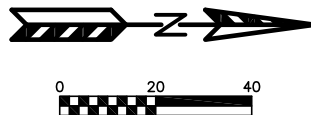
4 trees

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TOLL FREE

TDD(FOR THE HEARING IMPAIRED)(800)542-2289

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NOTICE BEFORE YOU EXCAVATE



UTILITY NOTES:

ALL WATER AND SEWER CONSTRUCTION SHALL BE IN COMPLIANCE WITH THE CITY OF STOUGHTON AND WISCONSIN DSPS STANDARDS.

THE LENGTHS OF ALL UTILITIES ARE TO CENTER OF STRUCTURES OR FITTINGS AND MAY VARY SLIGHTLY FROM THE PLAN. LENGTHS SHALL BE VERIFIED IN THE FIELD DURING CONSTRUCTION.

ALL WATER MAIN SHALL BE BURIED TO A DEPTH OF 6.5 FEET. THE DEPTH IS DEFINED AS THE DISTANCE BETWEEN THE FINISHED GRADE ELEVATION AND THE TOP OF WATER MAIN OR SERVICE.

PROVIDE 18" MINIMUM VERTICAL SEPARATION WHERE SEWER CROSSES OVER WATER MAIN AND PROVIDE 12" MINIMUM VERTICAL SEPARATION WHERE WATER MAIN CROSSES OVER SEWER.

ANY UTILITIES WHICH ARE DAMAGED BY THE CONTRACTOR SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE.

ALL UNDERGROUND EXTERIOR WATER SERVICES/MAINS MUST BE PROVIDED WITH TRACER WIRE OR OTHER METHODS IN ORDER TO BE LOCATED IN ACCORDANCE WITH 182.0715(2r) OF STATE STATUTES.

THE PROPOSED ELECTRIC, TELEPHONE AND GAS UTILITY LOCATIONS ARE NOT SHOWN. ACTUAL LOCATIONS AND DESIGN SHALL BE COMPLETED BY OTHERS.

CONTRACTOR SHALL FIELD VERIFY EXISTING SANITARY CONNECTION AND STORM SEWER CONNECTION INVERTS PRIOR TO BUILDING CONSTRUCTION. ANY DISCREPANCIES SHALL BE REPORTED TO ENGINEER.

LOT 14 - STOUGHTON BUSINESS PARK NORTH

UTILITY PLAN

PAGE: 3 OF 4

DATED: FEBRUARY 23, 2016

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants



www.quamengineering.com

4604 Siggelkow Road, Suite A; McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752



Plan View
Scale 1" = 50'

STATISTICS						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #2	+	1.2 fc	7.8 fc	0.2 fc	39.0:1	6.0:1
Calc Zone #2	+	0.0 fc	0.1 fc	0.0 fc	N / A	N / A



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

February 26, 2016

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

Dear Mr. Grosso:

I have completed a final review of the proposed building site plan for property located at 300 Business Park Circle, Lot 14, Business Park North, Stoughton, WI. 53589. As noted, additional information may be required. This review takes into account all 6 duplex style buildings which includes future buildings 5 & 6.

1. The property at 300 Business Park Circle, Stoughton is zoned PI – Planned Industrial. The plans indicate 6 duplex style incubator buildings for small or startup companies will be constructed. 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. **Twelve individual units or 6 duplex style buildings are proposed. Multiple principle buildings will require a conditional use permit process and compliance with the group development regulations. A conditional use application and fee have been provided. A public hearing is planned for the March 14, 2016 joint meeting of the Planning Commission and Business Park North Committee of which you will receive notice.**
2. The following requirements shall be applied to the group development as a whole, and to individual uses within the group development:
 - a. The group development shall contain a sufficient number of waste bins to accommodate all trash generated by the land uses in a convenient manner; **Expected. See also #23.**
 - b. All structures shall meet the setbacks of the zoning district; **This has been met.**
 - c. The development shall provide for full and safe pedestrian and bicycle access and appropriate connections to existing and planned pedestrians and bicycle facilities in the surrounding neighborhoods, including sidewalk connections to all building entrances from public streets. **There are no public sidewalks required within the Business Park, except through the driveway at 5 feet in width and minimum 6 inches thick. Bike parking will be provided according to zoning.**
3. 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 does meet these requirements.**
4. 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 meets 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 prior to construction. Once constructed, an as built survey will need to be provided for confirmation.**

5. The Comprehensive Plan, planned land use map designates this property as Planned Industrial which is consistent with the zoning.
6. The parking requirement for many uses within the Planned Industrial District is one space per 300 square feet of gross floor area. **The parking requirement would be 4 spaces per individual unit including inside parking. The parking requirement will need to be addressed for each proposed use prior to occupancy.**
7. 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. Backing into or from the street is not allowed.**
8. Handicap parking spaces shall be installed at a size, number, location, and with signage as specified by state and federal regulations. **This is expected.**
9. Except for handicap parking stalls, the minimum parking stall length shall be 18 feet with a minimum width of 9 feet. **This is expected.**
10. Per section 78-704 (13) (a), bicycle parking is required equal to 10% of the automobile parking space requirement. **5 bicycle parking spaces are required and are delineated on the site plan.**
11. The parking aisle width for 90 degree parking shall be a minimum of 24 feet. **There appears to be ample room to meet this requirement.**
12. The minimum landscape surface ratio (LSR) is 25%. **The plan meets this requirement.**
13. 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.**
14. 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. **The plan meets this requirement.**
15. 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.**
16. Please provide separate plans for existing site conditions, proposed site/building, landscaping, lighting, contours and utilities. **This is expected.**
17. 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. No deliveries are anticipated at this time.

18. 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 more details to confirm these requirements such as bringing samples to the meeting. The site plan indicates gray/white face stone on the entrance or interior elevations and stone on the north ends of buildings 1 & 2 facing the street with ocean blue steel vertical rib siding.

19. 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.**

20. A landscaping plan which meets the requirements of Article VI of the zoning code must be provided on a separate plan as follows:

- Building foundations: 40 points of landscaping are required per 100 feet of foundation perimeter. 1200 feet of foundation requires 480 points of landscaping which is required to be planted within 10 feet of the building foundations. Climax and tall trees cannot be used to meet this requirement. See Article VI for additional requirement;
- Street frontages: 40 points of landscaping are required per 100 linear feet of street frontage. 157.91 feet of frontage requires 64 points of landscaping. See Article VI for additional requirements;
- Paved areas: 60 points of landscaping are required for every 20 required parking stalls or 10,000 square feet of pavement (whichever yields the greater landscaping requirement). 48 parking stalls would require 144 points of landscaping. We will need more details to confirm this requirement. See Article VI for additional requirements;
- Developed lots: 10 points of landscaping are required for every 1,000 square feet of gross floor area. 14,400 square feet will require 144 points of landscaping. See Article VI for additional requirements.

The landscaping plan is sufficient to meet these requirements.

21. 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.**
22. 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 compliant photometric plan has been provided.**
23. 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. **There may be an option to have individual trash containers for each unit. Contact Debbie Blaney at the City Clerk's office regarding this requirement at 608-873-6677. No dumpster is planned at this time.**
24. An 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. If necessary, a stormwater management plan will need to be provided including the application and fees. The impervious area is proposed to be less than 20,000 square feet at this time so stormwater management may not be necessary.**
25. Proposed utilities-including electrical transformers and HVAC locations shall be shown on the utility plan. **Provided. Contact Robert Kardasz, Stoughton Utilities at 608-873-3379 for electric, water and wastewater services.**
26. Excavation within the street right-of-way will require a street opening permit from the Street Department. Contact the Street Department at 608-873-6303.
27. Street trees within the terrace will need to be taken care of through the Street Department. Contact Street Superintendent, Karl Manthe at 608-873-6303 or kmanthe@ci.stoughton.wi.us
Occupancy will not be granted until street trees are in compliance. **It would be advantageous to contact Karl prior to approval of the landscaping plan by the Planning Commission and BPN Committee.**
28. Required off-street parking shall not be used for snow storage. **This is expected.**
29. Any proposed signage will require a detailed plan and permit prior to installation. **Signage must meet the requirements of zoning code, article VIII. A permit is required for signage prior to installation. No signage is proposed at this time.**
30. 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. **There is a 12-foot easement along the front of the lot and an easement at the rear that is contained within the 75-foot conservation easement. Contact Stoughton Utilities regarding electric, water and wastewater services.**
 - 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. **The landscaping plan shows the extent of the tree clearing and grading.**
 - f. Site statistics, including site square footage, percent of site coverage's and percent of park or open space. **Provided**
 - 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. **There are no outdoor storage areas or fencing proposed. For future reference: Outdoor storage is a conditional use in the Planned Industrial District and is required to be screened from view.**
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." **If applicable, this will need to be shown on the site plan including how they will be screened.**
 - 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." **See h above.**
- 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. See #2 and #23 above.**
- 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

cc. Planning Commissioners
Aaron Falkosky, via email
Ron Grosso, via email