

MUNICIPAL OFFICE

Cheryl Zamecnik
Village Clerk
262/886-7225

Amanda Gain
Administrator/Treasurer
262/886-7203

2801 89th Street
Sturtevant, WI 53177
Ph: 262/886-7201
Fax: 262/886-7205



POSTING LOG #:

2023-84

Meeting Notice

PLANNING COMMISSION MEETING

Thursday, October 12, 2023
6:00 PM

- I. Call to Order
- II. Acceptance of Prior Meeting Minutes
- III. Don's Towing
 - a) 9825 Durand Avenue, Suite 6 D & E – Conditional Use Permit
- IV. HD Improvements LLC
 - a) 9825 Durand Avenue, Suite? – Conditional Use Permit
- V. Review & Consideration of Projects/Permits from Zoning Administrator
 - a) Martinez - 2425 90th Street – Shed Application – Conditional Use Permit
 - b) CubeSmart – 1630 Wisconsin Street – Sign Permit
 - c) L & S Electric – 10200 Durand Avenue – Building Addition
- VI. Sign Ordinance Workshop

****Please note – This is not a Village Board or Committee Meeting; however, members of the Sturtevant Village Board may be present at this meeting.**

PRINTED: 10/11/23

PUBLISHED: 10/11/23 1:39 PM

Cheryl Zamecnik, Village Clerk

"Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Village Clerk Office (262) 886-7201."

Sturtevant Planning Commission Meeting Minutes for Thursday September 14, 2023

Meeting called to order at 6:00pm by Mike Rosenbaum.

Roll call was taken and members present were Jack Feiner, Dan Moore, Nick Humburg, Mike Rosenbaum, Dean Rosenbaum, and Kari Villalpando. Members excused were Mark Soine. Village administrator, Amanda Gain, was also present for the meeting

Minutes: motion for acceptance of prior meeting minutes from August 10th, 2023 was made by Moore, seconded by Villalpando. There were no questions regarding the prior minutes. The motion was carried by voice vote.

Racine Unified Schol District (RUSD) presented their plans for New construction of their Schulte k-8 building. They have plans to break ground in March 2024 with plans to build throughout the 2024-2025 school year with completion plans in August 2025 prior to the 2025 school year. Questions were asked by Plan Commission members regarding plans for parking and plans to keep cars off the neighborhood streets as much as possible. RUSD presented plans to add 300 parking spaces as well as specific walking and bus lanes in the design. They are planning to demolish the old building in the summer of 2025. Moore made the motion for Preliminary/Final approval for New Construction of Schulte School at 8515 Westminster Dr. Motion was seconded by D. Rosenbaum. Members had no further questions. Motion was carried by a voice vote.

Plan Commission members took time to schedule when members would be available to schedule a meeting to discuss new Sign Ordinance changes. Members discussed October 5th at 6pm would work for most members with the possibility of a virtual option.

Motion to adjourn was made by Villalpando, seconded by Moore, no further questions, and motion was carried by a voice vote. Meeting was adjourned at 6: 34pm.

Respectfully submitted by

Kari Villalpando

Village of Sturtevant Trustee

RECIEVED

SEP 25 2023

VILLAGE OF STURTEVANT
2801 89th Street
Sturtevant, WI 53177
262-886-7201



#

For Signs Only

PLANNING COMMISSION APPLICATION

APPLICATION DATE: September 25, 2023

DATE TO APPEAR AT PLANNING COMMISSION MEETING October 12, 2023

REQUEST:

| | CONCEPTUAL

| | PRELIMINARY

| FINAL APPROVAL

BUSINESS NAME	Don's Towing
BUSINESS ADDRESS	9825 Durand Avenue, Sturtevant, WI 53177
TAX KEY	181-03-22-28-052-000
OWNER NAME	James Durham
MAILING ADDRESS	1960 State Street, Racine, WI 53404
PHONE	262-770-6484
E-MAIL	donstowingracine@gmail.com

All applicant shall be required to reimburse the Village for all third-party costs for review such as engineering fees, legal fees, etc., associated with the Planning Commission Review process. Double fees will be charged if work has proceeded or occupancy has taken place before the Planning Commission approval or appearance.

Fee Required:

- Change of Ownership..... \$250
- Sign Approval..... \$300
- Conditional Use Permit..... \$250**
- Remodeling/Addition..... \$400
- New Construction..... \$500
- Other Fees..... \$ _____



RECIEVED

OCT 6 2023

2801 89th Street
Sturtevant, WI 53177
262-886-7201



For Signs Only

PLANNING COMMISSION APPLICATION

APPLICATION DATE: October 7th, 2023

DATE TO APPEAR AT PLANNING COMMISSION MEETING October 12th, 2023

REQUEST:

- CONCEPTUAL
- PRELIMINARY
- FINAL APPROVAL

BUSINESS NAME	HD Improvements, LLC
BUSINESS ADDRESS	9825 Durand Ave. Sturtevant, WI 53177
TAX KEY	181-03-22-28-052-000
OWNER NAME	Timothy Dey/ Zach Hvizdak
MAILING ADDRESS	3414 93rd St./ Sturtevant, Wi 53177
PHONE	262-395-6028
E-MAIL	estimatesdhi@gmail.com

All applicant shall be required to reimburse the Village for all third-party costs for review such as engineering fees, legal fees, etc., associated with the Planning Commission Review process. Double fees will be charged if work has proceeded or occupancy has taken place before the Planning Commission approval or appearance.

Fee Required:

- Change of Ownership..... \$250
- Sign Approval..... \$300
- Conditional Use Permit..... \$250 X
- Remodeling/Addition..... \$400
- New Construction..... \$500
- Other Fees..... \$ _____

Use of Space Description

HD Improvements, LLC is a local remodeling and renovation company. We have been in business for nearly 2 years and operate throughout southeast Wisconsin. Our hours of operation will be from 6 AM to 5 PM.

We plan on renting this space for a couple of purposes. Its primary function will be equipment storage. The types of equipment we plan to store are a trailer, tools, and materials that we use for our day-to-day operations. The second purpose for this space is office space. Lastly, we plan on using this for a shop.

I. APPLICATION

Title of Project: Martinez Shed
 Name of Owner(s): Karla Nayeli Martinez Valeriano
 Name of Developer / Surveyor / Contractor: None

II. BACKGROUND

The Owner has submitted a Garage/Accessory Bldg Permit application (hereafter, Application), for Tax Parcel Number 181032222022000 (hereafter, TPN-181032222022000), located at 2425 90th Street in the Village of Sturtevant. The Owner proposes to construct a detached Accessory Structure (garage).

TPN-181032222022000 hosts an environmental corridor (see Exhibit 1).

III. ZONING ORDINANCE

TPN-181032222022000 is 2.721 acres (118,526.76 square feet), in size and is zoned Single-Family Residential District (hereafter, SFR District). As per Section 17.18(1)(d) of the Village of Sturtevant Zoning Ordinance (hereafter, zoning ordinance), 'Accessory buildings' is a Permitted Use in the SFR District. Section 17.10 of the zoning ordinance establishes standards for Accessory Buildings in the Village of Sturtevant.

Section 17.10(1)(a) of the zoning ordinance, reads as follows:

'For lots with an area greater than 108,900 sq. ft. (2 1/2 acres) the owner may construct one accessory building of 4,135 sq. ft. or less and a second accessory building of 865 sq. ft. or less. If installing only one accessory building, the owner may construct one accessory building of 5,000 sq. ft. or less. Accessory buildings in excess of 1,050 sq. ft. shall require a conditional use permit in accordance with Section 17.29 of the Village Zoning Code.'

Section 17.10(1)(e) through (i) of the zoning ordinance establish the following additional standards for Accessory Structures:

SFR District Dimensional Standards			
	Standard	TPN-181032222022000	Compliant
Detached Accessory Structures			
Maximum Number	Two	One existing, one proposed	Yes
Maximum Size (lots in excess of 108,900 sf.)	One no larger than 4,135 sf.	Proposed: 2,016 sf.	Yes [1]
	One no larger than 865 sf.	Existing: 140 sf. [2]	Yes
Maximum Coverage of Rear Yard	Not to exceed 50%	Approx. 21.6% [3]	Yes
Maximum Height	15 ft. [4]	15 ft.	Yes

Setbacks			
Front Yard Lot Line	Eight ft.	n/a	n/a
Side Yard Lot Line	Eight ft.	39 ft., 7 in. (N); 5 ft.	No
Rear Yard Lot Line	Eight ft.		
Garage Facing Alley	10 ft. from alley line	n/a	n/a
Shore Yard	75 ft. from Ordinary High Water Mark	n/a	n/a
[1] As per Section 17.10(1)(a) of the zoning ordinance, accessory buildings in excess of 1,050 sq. ft. shall require a conditional use permit. [2] Dimensional information provided by property owner via email. [3] Total area of rear yard not provided by applicant, however, based upon the measurement tool available from the Racine County Mapbook, total area of rear yard is approximately 99,524 sf. [4] As per Section 17.10(1)(f) of the zoning ordinance, maximum height may exceed 15 ft. when necessary to accommodate 6:12 roof pitch.			

The proposed detached Accessory Structure is **noncompliant** with Section 17.10(1)(g) of the zoning ordinance.

IV. **RECOMMENDATION**¹

CPC recommends **approval** of the proposed detached Accessory Structure contingent upon the following:

1. Location of proposed detached Accessory Structure shall be moved northward a distance sufficient to comply with the eight-foot setback requirement of Section 17.10(1)(g) of the zoning ordinance.
2. Owner shall submit amended site plan drawing showing compliance with Section 17.10(1)(g) of the zoning ordinance.
3. Owner shall submit application for conditional use permit.
4. Construction of proposed detached Accessory Structure shall not commence prior to issuance of a Conditional Use Permit.
5. Construction shall not commence prior to the issuance of a Building Permit by the Town of Freedom Building Inspector.
6. Construction of proposed detached Accessory Structure shall conform substantially to the submitted Application, and the documents, drawings, and images contained therein.
7. Any future deviation from the approved Site Plan including, but not necessarily limited to, a change in the use of the parcel or its structure(s) or the addition of new uses or structures,

¹ CPC recommendations are based upon professional staff review of application materials provided to CPC. CPC staff reports are authored by a municipal planner, not a licensed attorney, and do not constitute a legal opinion.

deemed by the Zoning Administrator to be a substantive change shall require approval of an amended Site Plan.

Exhibit 1

- Green shading – Environmental Corridor



I. APPLICATION

Title of Project: CubeSmart Sign Permit
Name of Owner: MHC 226 (Wisconsin Portfolio) LLC
Name of Sign Contractor: Prodigy Lighting & Sign LLC

II. FACTS

The Owner has submitted a Sign Permit Application (hereafter, Application), for Tax Parcel Number 181032216037010 (hereafter, TPN-181032216037010), located at 1630 Wisconsin Street in the Village of Sturtevant.

The Owner proposes a face/panel change to an existing Detached Sign (pole sign), and the installation of three Flat / Commercial Signs (wall signs). At present, Temporary Commercial Signs are affixed to the north and south walls of the Principal Structure (see Exhibits 1 and 2). Two additional Temporary Commercial Signs are affixed to a security fence facing Wisconsin Street (see Exhibit 3).

III. ZONING ORDINANCE

TPN-181032216037010 is 3.824 acres in size and is zoned Industrial / Business Park District (hereafter, I/BP District). Chapter 19: Signs (hereafter, sign ordinance), of the Village of Sturtevant Code of Ordinances, establish standards for signs in the Village. Section 19.02 of the sign ordinance provides the following definitions applicable to the matter at hand:

- Sign, Detached. Any sign not supported by or attached to any side of a building or structure. (See Section 19.09.)
- Sign, Flat. Any sign the back of which is attached flat against any side of a building or structure and which does not extend outward more than 9".
- Sign Illuminated. A sign in which the source of illumination is an integral part of the sign. Floodlights illuminating the sign do not convert the sign to an illuminated sign within the meaning of this chapter, but such illumination nevertheless shall be subject to the provisions of the Village Electrical Code. Illumination allowed hereunder, including floodlight illumination, shall be of such nature as to illuminate only the immediate area of the sign, concentrating light within or upon the sign without radiating light upon adjacent public or private property so as to interfere with the comfort and repose of those residing in the neighborhood dwellings; an illuminated sign shall be limited to approved internal illumination.
- Sign, Temporary Commercial. Any commercial sign which is erected or displayed for less than 14 days and shall be limited to those advertising special events, sales, promotions and similar matters. (See Section 19.13.)

As per Section 19.03 of the sign ordinance,

'No person shall place, erect, alter or relocate within the Village any sign as defined in this chapter without first obtaining a permit and paying the fee required hereunder, unless excepted herein. All illuminated signs shall, in addition, be subject to the provisions of the electrical code and permit fees required thereunder.'

Section 19.04 of the sign ordinance establishes application requirements for sign permits.

Sign Permit Application Requirements	
Standard	Compliant
Name, address and telephone number of the applicant.	Yes
Location of building, structure or lot to which or upon which the sign is to be attached or erected.	Yes
Position of the sign in relation to nearby buildings or structures.	No [1]
A scale drawing of such sign on which is indicated the dimensions, the materials to be used, the type of illumination to be installed and the method of construction and attachment.	Yes
Name of person erecting the sign.	Yes
Written consent of the owner of the building, structure or land to which the sign is to be erected.	Yes
Any electrical permit required and issued for such sign.	Undetermined
Insurance policy or bond as may be required hereunder.	Not provided
Permit fee, if required.	Yes
Such other information as the Building Inspector shall require to show full compliance with this and all other ordinances of the Village and laws of the state.	Undetermined
[1] The position of the detached sign in relation to nearby buildings and structure is not shown; however, the detached sign is an existing sign with only a face/panel change proposed.	

The Application is **noncompliant** with Section 19.04 of the sign ordinance

Section 19.07 of the sign ordinance establishes general requirements for signs associated with businesses.

Sign Permit Application Requirements	
Standard	Compliant
Commercial signs shall be permitted only on the premises on which the business, commodity, product, service, entertainment or attraction to which they relate is conducted, manufactured, produced, sold, offered or existing. All other commercial signs not located on such premises shall be prohibited. Such commercial signs as are herein permitted shall be permitted to be located only in the business district.	Yes
Allowable commercial signing for businesses located on the first floor of any building or structure shall be determined in accordance with the following table (see below) and further conditions contained herein. In addition, 1/2 sq. ft. of	No [1]

commercial signing area shall be allowed for every foot the building or structure occupied by the sign applicant is set back behind the required front setback.	
When a building contains offices or business establishments above the first floor, one additional commercial sign may be erected on the front of such building located at a first floor level. This sign shall be a directory type sign only for the purpose of listing such offices or business establishments located in such building. Each listing thereon shall be limited to one square foot.	Undetermined [2]
The placing, painting or erecting of any sign on one side of a building or structure used for business purposes, other than the front thereof, when such building or structure is not located on a corner lot or when such side is not immediately adjacent to or facing a street, vacant lot, parking lot or open space of not less than 30' in width is prohibited; provided, however, that if any business establishment has more than one customer entrance, such establishment shall be allowed additional signing to be erected on, over, or adjacent to each regular customer service. Each such additional signing shall be limited to 10% of the allowable signing area for such building or structure under sub. (2), above.	No
No signs as contemplated in this chapter or any part of such sign or any anchor, brace or guide rod shall be attached, fastened or anchored to any fire escape, fire ladder or standpipe, and no such sign or any part of such sign or any anchor, brace or guide rod shall be erected, put up or maintained which will cover or obstruct any door, doorway or window of any building, hindering or preventing ingress or egress through such door, doorway or window, or which will hinder or prevent the raising or placing of ladders against such building by the Fire Department as necessity may require.	Yes
No sign shall extend over the public way or parkway.	Yes
If in the opinion of the Building Inspector, the aesthetics of a proposed sign may be at variance with the exterior design of the building upon which it is to be erected, the exterior design of other buildings in the same area, or the design of other signs in the area or in general in conflict with the aesthetics of the area, he shall refer it to the Planning Commission in accordance with §21.21(2).	Undetermined [3]
<ol style="list-style-type: none"> 1. The Application does not include a measurement of the façade of the Principal Structure located at TPN-181032216037010. However, an approximate measurement of 48 ft. was calculated based on the measurement tool available on the Racine County Mapbook site (see Exhibit 3). 2. CPC is unaware of the use of the second floor of the Principal Structure at TPN-181032216037010. 3. Determination of compliance to be made by Building Inspector. 	

<u>Length of Facade *</u>	<u>Allowable Sq. Ft. of Signing Area</u>	<u>Length of Facade *</u>	<u>Allowable Sq. Ft. of Signing Area</u>
15'	31	85'	74
20'	36	90'	76
25'	40	95'	78
30'	44	100'	80
35'	47	105'	82
40'	51	110'	84
50'	57	120'	88
55'	59	125'	90
60'	62	150'	98
65'	64	175'	106
70'	67	200'	114
75'	69	225'	120
80'	72		

*** Length of facade means length of side of that portion of the building or structure occupied by the sign applicant, adjacent and parallel to any public street.**

As per Section 19.07(2) of the sign ordinance, via the table above, the maximum Signing Area for a structure with a façade between 40 and 49 ft. in length is 51 sf. At 62.8 sf in Signing Area, each of the Flat/Commercial Signs proposed for the north and south walls, respectively, of the Principal Structure exceed the maximum allowable sign area.

The two larger Flat/Commercial Signs are **noncompliant** with Section 19.07(2) of the sign ordinance.

Section 19.13 of the sign ordinance establishes standards for Temporary Commercial Signs and reads as follows:

Temporary commercial signs shall not exceed 40% of the allowable signing area for any one building or structure under Section 19.07(2), or lot under Section 19.09. If any temporary commercial signs are erected or displayed on any building or structure or lot, no other temporary commercial signs shall be erected or displayed thereon for a period of at least 90 days after the removal of such signs.'

It appears the four Temporary Commercial Signs are **noncompliant** with Section 19.13 of the sign ordinance.

IV. **CPC RECOMMENDATION**¹

CPC recommends **denial** of the requested Sign Permit for the reasons cited in Section III of this Report.

¹ CPC recommendations are based upon professional staff review of application materials provided to CPC. CPC staff reports are authored by a municipal planner, not a licensed attorney, and do not constitute a legal opinion.

Exhibit 1

- Temporary Commercial Sign affixed to north wall.



Exhibit 2

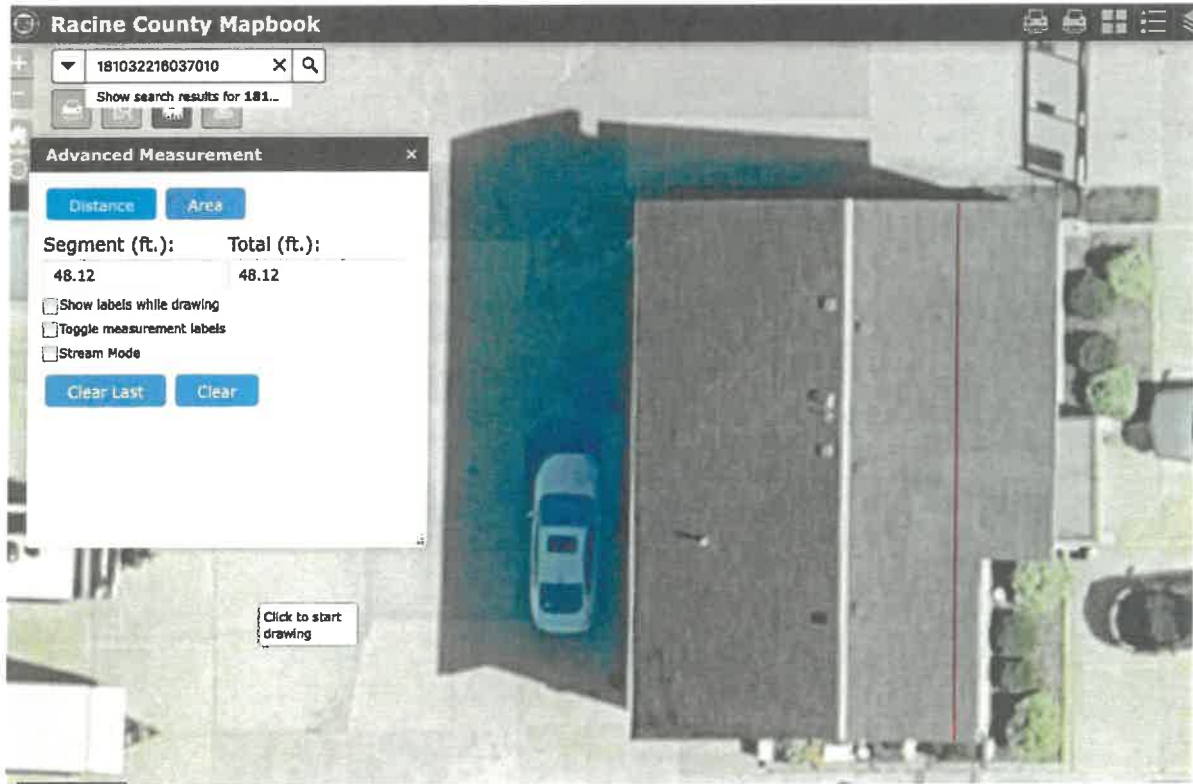
- Temporary Commercial Sign affixed to south wall.



Exhibit 3



Exhibit 4



I. APPLICATION

Title of Project: L&S Electric Addition to Principal Structure
 Name of Owner(s): Sturtevant Properties LLC, rep. Jeremy Lowitzke
 Name of Developer / Surveyor / Contractor: James Martzahl, AIA, CDT, Consolidated Construction Co. LTD

II. BACKGROUND

The Owner has submitted a Planning Commission Application (hereafter, Application), for Tax Parcel Number 181032221040002 (hereafter, TPN-181032221040002), located at 10200 Durand Avenue in the Village of Sturtevant. The Owner proposes to construct an addition to the existing Principal Structure (electrical equipment sales, assembly, and repair facility).

III. ZONING ORDINANCE

TPN-181032221040002 is 6.796 acres (118,526.76 square feet), in size and is zoned Industrial/Business Park District (hereafter, I/BP District). As per Section 17.22(1)(a) of the Village of Sturtevant Zoning Ordinance (hereafter, zoning ordinance), the following uses applicable to the Principal Use of TPN-181032221040002 are Permitted Uses in the I/BP District:

- Machine shops
- Manufacture of electronic devices
- Any other similar type of use which is not in conflict with any of the laws of the State or any ordinance of the Village governing nuisances.

The current use of TPN-181032221040002 is a **conforming** use.

Section 17.22(2)(a) through (e) of the zoning ordinance establish the following Height and Area standards in the I/BP District:

I/BP District Height and Area Standards			
	Standard	TPN-181032221040002	Compliant
Maximum Height	80 ft. [1]	Principal: 31 ft. to ridge [2]	Yes
		Addition: 18 ft., 6 in.	Yes
Setbacks			
Front / Street Yard	50 ft. [3]	Not provided, but approx. 60 ft. [3]	Yes
Side Yard	12 ft.	79 ft., 2 in.	Yes
Rear Yard	20 ft. [4]	449 ft., 6 in.	Yes
Shore Yard	75 ft. from Ordinary High Water Mark	n/a	n/a
[1] See Section 17.22(3) of the zoning ordinance for Height and Area Exceptions. [2] Section 17.05 of the zoning ordinance defines 'Building Height' as: <i>The vertical distance from the average curb level in front of the lot or the finished grade at the front building line, whichever is higher, to the highest point of the coping</i>			

- of a flat roof, to the deck line of a mansard roof or to the average height between the plate and ridge of the highest gable, gambrel, hip or pitch roof.'*
- [3] As per Section 17.14(3)(a) of the zoning ordinance, 'Every building located on property accessing Durand Ave. shall be setback a minimum of 50' from the Durand Ave. right-of-way line and, unless otherwise approved by the Plan Commission not more than 75' from the Durand Ave. right-of-way line. Every building located on property located on Durand Ave., but not accessing Durand Ave., shall be setback from the Durand Ave right-of-way line such distance as is determined by the Plan Commission to be adequate for green space and the sidewalk, but in no event less than 15' from the Durand Ave. right-of-way line.'
- [4] Approximate measurement by way of Racine County MapBook 'Advanced Measurement' tool.
- [5] For structures two stories or less in height.

The proposed addition to the Principal Structure is **compliant** with Section 17.22(2) of the zoning ordinance.

Every building located on property accessing Durand Ave. shall be setback a minimum of 50' from the Durand Ave. right-of-way line and, unless otherwise approved by the Plan Commission not more than 75' from the Durand Ave. right-of-way line. Every building located on property located on Durand Ave., but not accessing Durand Ave., shall be setback from the Durand Ave right-of-way line such distance as is determined by the Plan Commission to be adequate for green space and the sidewalk, but in no event less than 15' from the Durand Ave. right-of-way line.

IV. SITE PLAN AND ARCHITECTURAL CONTROL

Section 17.16 of the zoning ordinance establishes Site Plan and Architectural Control Standards for nonresidential development.

Section 17.16(3) establishes Site Plan review standards for nonresidential development.

Site Plan Review	
Standard	Compliant
The proposed use conforms to all use and design provisions and requirements found in this Ordinance or any other codes or laws.	Yes
The use or uses conform to the uses permitted for that zoning district per sections 17.18 through 17.24 of the Village Code.	Yes
When a site plan modification or addition is reviewed, all existing non-conformities and outstanding code violations shall be identified, resolved, and remedied, to the extent possible.	No [1]
All buildings and structures shall conform to the required area, yard, setback, and height restrictions of the Village Zoning Ordinance.	Yes
Plans must adhere to the Village's requirements for grading and drainage.	Undetermined [2]
Plans shall meet all requirements for parking per the Zoning Ordinance.	Undetermined [3]
Land, buildings, and structures shall be accessible to emergency vehicles as well as the disabled following proper ADA guidelines.	Yes

Dumpsters and other trash receptacles shall be screened from view from street right-of-way and adjacent residential uses. Exterior screening should be comparable to the exterior of the building.	Yes
Outdoor storage areas for materials, equipment, fuel, scrap, inoperative vehicles, and other such objects shall not be visible from public rights-of-way nor from neighboring residential properties.	No [4]
Buffer Strip. Adverse effects of the development and activities upon adjoining residents or owners shall be minimized by appropriate screening, fencing, or landscaping. Building permit and inspection are required for all fences per the Zoning Ordinance.	Yes
<p>[1] The Zoning Administrator is unaware of any existing violations at TPN-181032221040002 beyond that described in item [4] below.</p> <p>[2] Compliance with grading and drainage requirements shall be determined by the Public Works Director.</p> <p>[3] As per Section 17.15(2)(a) of the zoning ordinance, the Minimum Off-Street Parking Requirements' for 'Industrial Uses' is 'One per every two employees.' The Applicant has not provided total number of employees at TPN-181032221040002.</p> <p>[4] Wood pallets, boxes, and other materials appear to be stored behind the Principal Structure without screening in a location which appears to be visible from Durand Ave. See Exhibit 1.</p>	

The proposed addition to the Principal Structure is **noncompliant** with Section 17.16(3) of the zoning ordinance.

Section 17.16(4)(b) establishes Architectural Standards for nonresidential development.

Architectural Standards	
Standard	Compliant
The scale of the building shall be compatible with the overall massing and the individual parts of adjacent buildings, especially existing and anticipated residential buildings in a residential zoning district.	Yes
A commercial or institutional building with two or more stories shall be designed to include a base, middle, and cap. For the purpose of this subsection, the base consists of one or more entryways and ground floor windows; the middle is set apart from the base by a molding, reveal, or other suitable feature, and may consist of windows, balconies, or both; and the cap consists of a roof overhang, a parapet cornice, or other similar feature.	n/a
Windows, doors, and other openings must form a unified composition in proportion to the building elevation.	Yes
For commercial buildings, clear glass shall occupy a minimum of 40 percent of the first floor of buildings that front on a sidewalk intended for pedestrian circulation.	n/a
A docking or loading area for a commercial, institutional, or industrial building shall be easily accessible to service vehicles, separated from the on-site parking area, and designed to serve multiple establishments and tenants, when possible. Such docking or loading area shall not be readily visible from a public street, an on-site customer parking area, or an abutting property in a commercial or residential district. Screening from view may be accomplished by integrating	Yes

such area into the overall design of the building (e.g., inside of the building or use of architectural extension of a building wall) or by using a fence; a berm; landscaping, above what is otherwise required in this code; other suitable feature; or any combination thereof.	
Principal structures located in a commercial zoning district having a front elevation of more than 750 square feet in area shall be divided into distinct planes of 500 square feet or less. The following design features can be used to meet this provision (1) canopies or awnings; (2) arcades; (3) porches; (4) vertical wall offsets having a minimum depth of 8 inches and a minimum width of 10 feet; (5) horizontal offsets having a minimum depth of 2 feet; (6) pilasters having a minimum depth of 8 inches, a minimum width of 12 inches, and a minimum height of 80 percent of the wall height; (7) recessed areas for entryways and the like having a minimum depth of 8 inches; and (8) other suitable multi-dimensional design features.	n/a
Oversized fenestration elements which tend to create a monumental scale shall not be used unless specifically required by the type of building or relationship to its surroundings.	Yes
Awnings shall be designed to complement doors and windows to which they relate. Awnings should be composed of straight planar surfaces and opaque materials and shall not be lit from within.	n/a
Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes. An entrance could be distinguished with the use of a recess or projection, a canopy, a change in exterior building materials, a change in height, added design elements, and added architectural features.	Yes
The appearance of a side or rear of a commercial or institutional building that is readily visible from a public street or an abutting property in a commercial or residential zoning district shall be the same as or similar to the front of such building.	n/a
Rooftop mechanical equipment shall be positioned so it is not readily visible from a public street or an abutting property in a residential zoning district. Rooftop mechanical equipment may be placed in an enclosure or screened from view provided such enclosure or screening is used as an element of the building's architecture.	Yes
Accessory buildings and other structures shall be of the same or similar architectural design and materials as the principal structure.	Yes
Fencing shall complement the appearance of onsite buildings.	n/a
Building façade colors shall be non-reflective, subtle, neutral, or earth tone. The use of high intensity colors, metallic colors, black, or fluorescent colors on façades shall be prohibited. Building trim and architectural accent elements may feature brighter colors, but such colors shall be muted, not metallic, not fluorescent, and not specific to particular uses or tenants. Notwithstanding the above, standard corporate and trademark colors may be permitted by the Plan Commission.	Yes

The proposed addition to the Principal Structure is **compliant** with Section 17.16(4) of the zoning ordinance.

V. RECOMMENDATION¹

CPC recommends **approval** of the proposed addition to the Principal Structure contingent upon the following:

1. Owner shall provide total number of employees at to the Zoning Administrator so as to determine compliance with Off-Street Parking Requirements of Sections Section 17.15(2)(a) and Section 17.16(3)(f) of the zoning ordinance.
2. Owner shall provide screening for pallets, boxes, and other materials stored behind Principal Structure and shall provide description of location and type of screening to the Zoning Administrator prior to commencing construction;

or,

Owner shall move said materials to a location on TPN-181032221040002 not visible from Durand Avenue or any other public right-of-way.
3. Construction shall not commence prior to the issuance of a Building Permit by the Town of Freedom Building Inspector.
4. Construction of proposed detached Accessory Structure shall conform substantially to the submitted Application, and the documents, drawings, and images contained therein.
5. Any future deviation from the approved Site Plan including, but not necessarily limited to, a change in the use of the parcel or its structure(s) or the addition of new uses or structures, deemed by the Zoning Administrator to be a substantive change shall require approval of an amended Site Plan.

¹ CPC recommendations are based upon professional staff review of application materials provided to CPC. CPC staff reports are authored by a municipal planner, not a licensed attorney, and do not constitute a legal opinion.

Exhibit 1

