



## Memorandum

To: Common Council  
From: Kevin Englebert, Associate Planner <sup>KPE</sup>  
Date: June 2, 2016  
RE: **Special Use Permit – 222 Washington Street (#3-00571-00)**

### **BACKGROUND**

On May 17<sup>th</sup>, 2016, the Plan Commission recommended approval of the Special Use Permit application for the property at 222 Washington Street. The property owners have proposed to use the existing building on site to install a small number of storage units. The property is currently zoned in the I-2 General Industrial District and storage is a permitted use by right within the district. The purpose of this Special Use process is to address the improvements that are being proposed.

The proposed improvements at the site consist of the installation of two loading docks with accompanying security lighting, minor landscaping enhancements, and changes to the elevations of the building. The property owners also wish to seal the windows and doors on the building. It is the intention of the owners to install a driveway on the north side of the building for access to the loading dock and a copy of an ingress/easement between the two properties has been presented to community development staff.

### **FISCAL IMPACT**

There is no fiscal impact in relation to this proposal.

### **RECOMMENDATION**

It is incumbent upon the Common Council to make a determination regarding the Special Use Permit based on the proposed improvements presented. The Plan Commission has recommended approval of the Special Use Permit to the Common Council.

City of Menasha  
SPECIAL ZONING APPROVAL

Owner Greg Miller

Case or Plan No. \_\_\_\_\_

Address 16871 STATE Rd Black Creek

Fee \$ 35000

Applicant (if different than Owner) \_\_\_\_\_

Address 222 WASHINGTON ST, MENASHA WA

Zoning Industrial I-2

Parcel Number(s) 3-00571-00

PLEASE INDICATE WHICH REQUEST IS BEING MADE

Rezoning

Special Use

Flood Plain Map Amendment

Appeal or Variance

PUD Plan Approval

Description of Request: Indoor Storage climate controlled, Non-occupant.

Owner/Agent   
Signature

(If applicable)

Formal Hearing \_\_\_\_\_

Informal Hearing \_\_\_\_\_

Notice Mailed \_\_\_\_\_

Notice Mailed \_\_\_\_\_

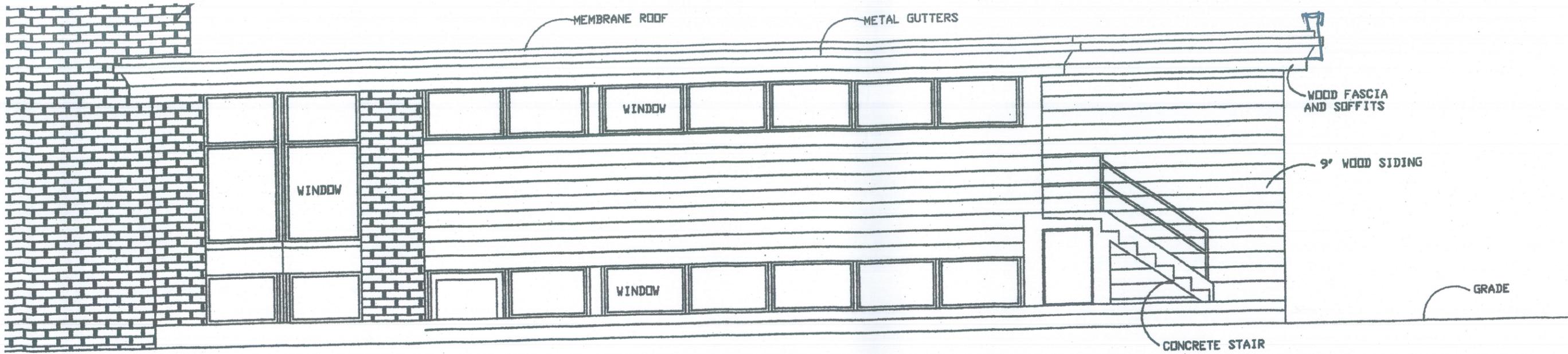
Notice Mailed \_\_\_\_\_

Action Taken: \_\_\_\_\_ 20\_\_

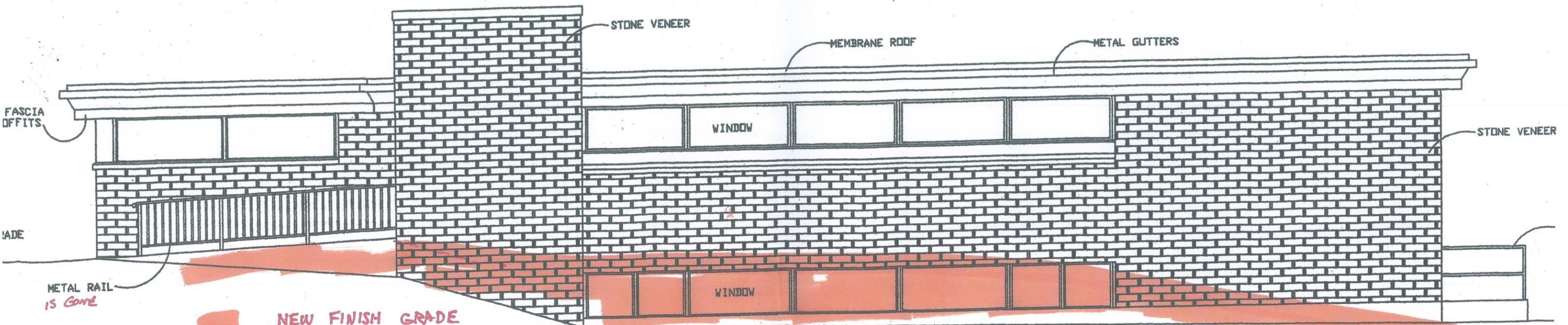
APPROVED

DENIED

Conditions (if any): \_\_\_\_\_



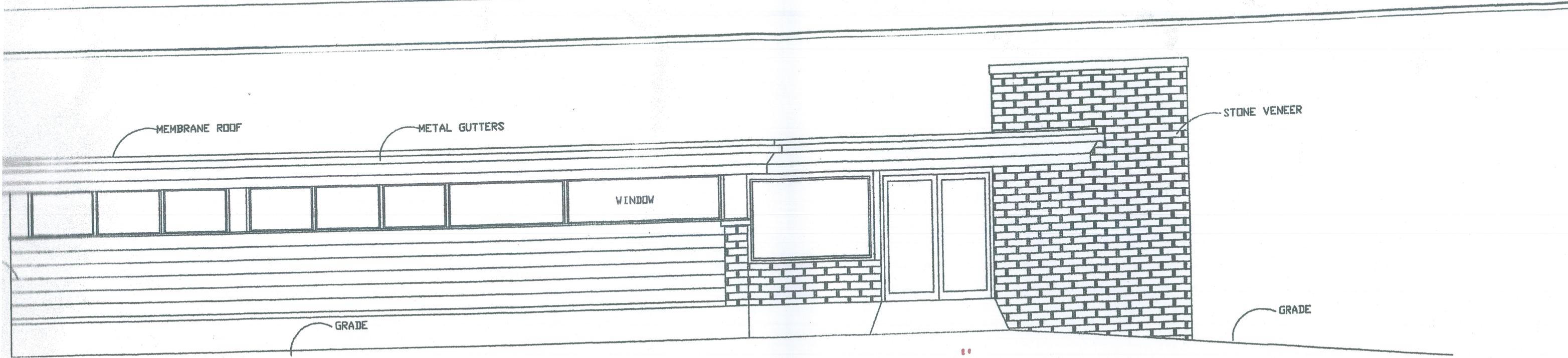
NORTH ELEVATION *WINDOWS REMAIN AS SHOWN*  
 SCALE: 3/16" = 1'



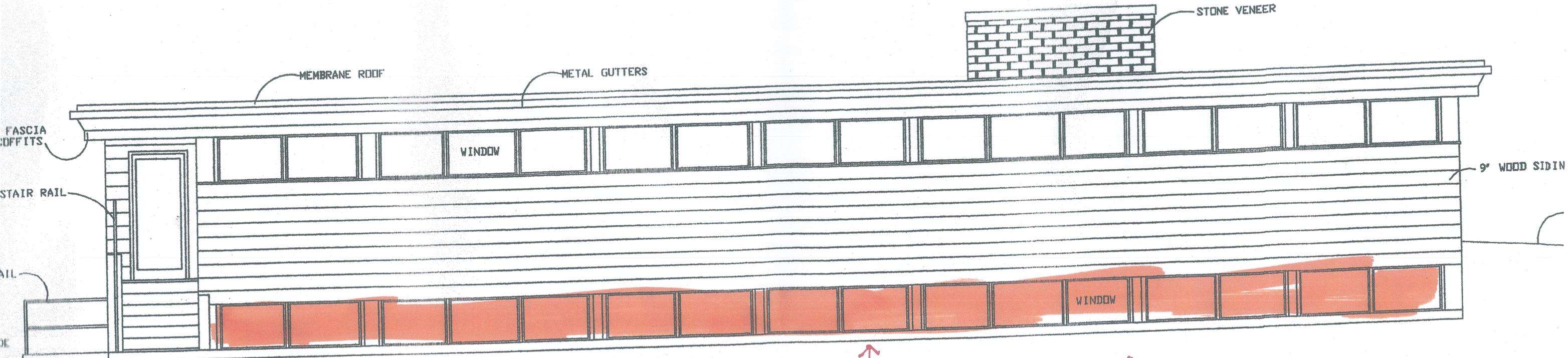
*NEW FINISH GRADE  
 HEIGHT AT THE BUILDING*

EAST ELEVATION  
 SCALE: 3/16" = 1'

*"UPPER WINDOWS REMAIN"  
 "LOWER WINDOWS WILL BE INFILLED TO RECEIVE LANDSCAPING  
 MATERIAL PER LANDSCAPE PLAN"*



**SOUTH ELEVATION** "WINDOWS REMAIN AS SHOWN"  
 SCALE: 3/16" = 1'

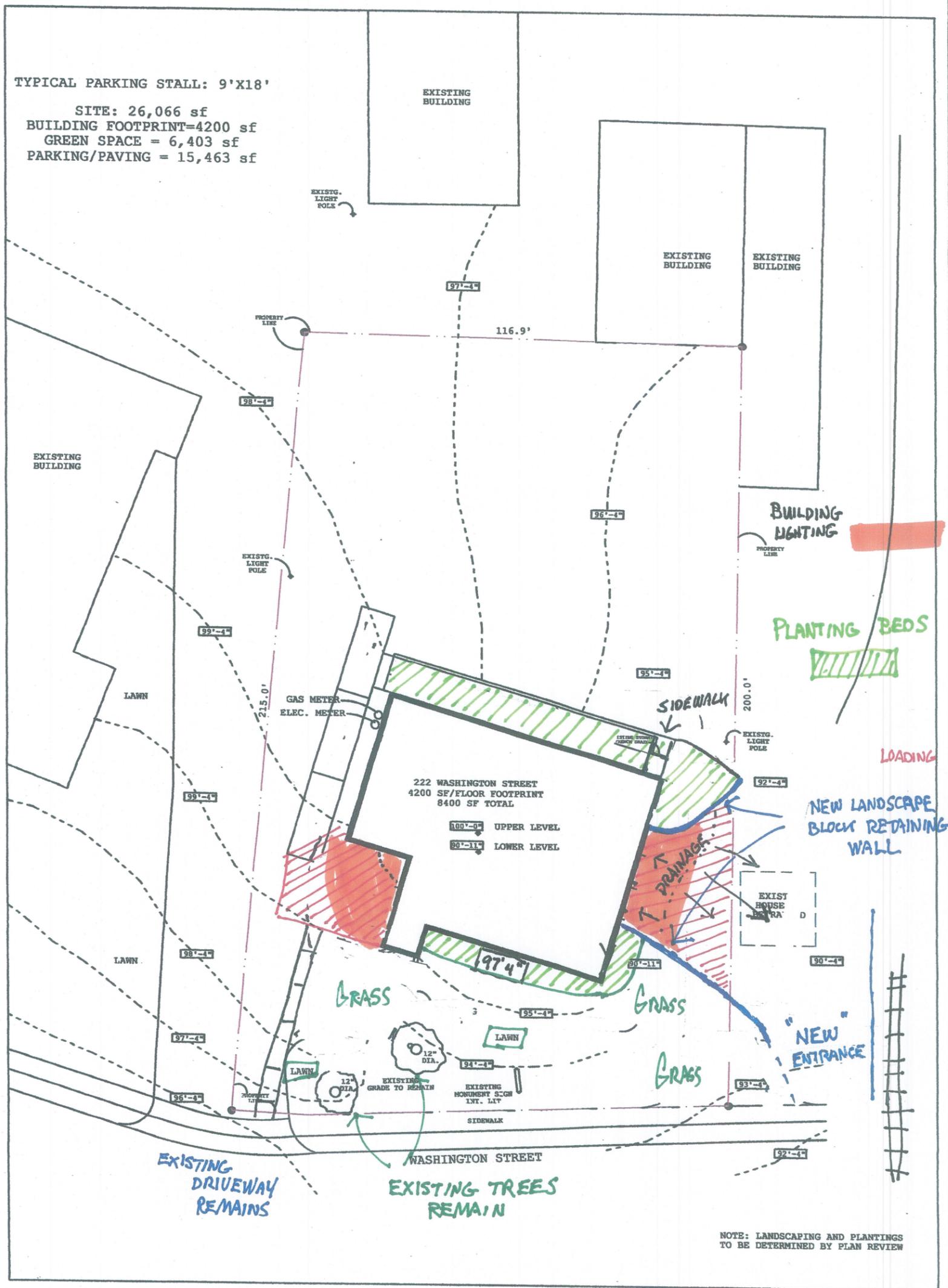


**WEST ELEVATION** "UPPER WINDOWS REMAIN"  
 "LOWER WINDOWS WILL BE INFILLED TO RECEIVE LANDSCAPING MATERIAL PER LANDSCAPE PLAN"  
 SCALE: 3/16" = 1'

**NEW FINISHED GRADE AT THE BUILDING**

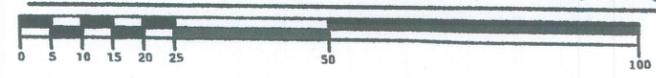
TYPICAL PARKING STALL: 9'X18'

SITE: 26,066 sf  
 BUILDING FOOTPRINT=4200 sf  
 GREEN SPACE = 6,403 sf  
 PARKING/PAVING = 15,463 sf



NOTE: LANDSCAPING AND PLANTINGS TO BE DETERMINED BY PLAN REVIEW

SITE PLAN "REVISED" 5-10-16



<p>SHEET <b>A1.0</b></p>	<p>DATE 21 APR 16 PROJECT NUMBER 16-021</p>	<p>PROPOSED BUILDING ALTERATIONS FOR:  <b>WISCONSIN REAL ESTATE OPTIONS</b>                  222 WASHINGTON ST.                  MENASHA, WI 54952</p>	<p>CONTRACTING SPECIALISTS INC.                  P.O. BOX 250                  NEENAH, WI 54957</p>	<p>PHONE:                  (920) 886-8700                  FAX:                  (920) 886-8703                  EMAIL:                  info-cs@ncw-rr.com</p>
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LANDSCAPE DESIGN  
 CONSULTATION  
 by

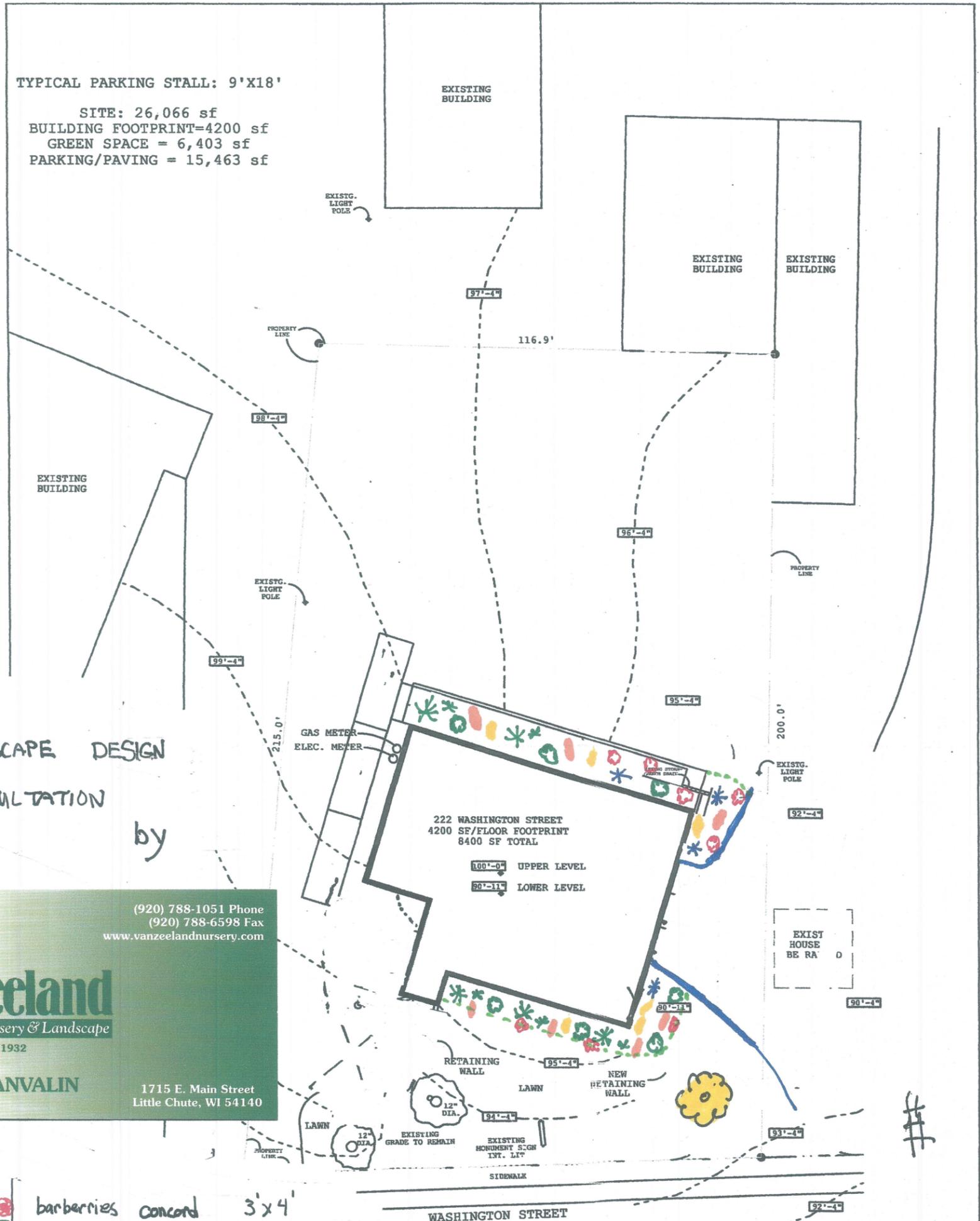


(920) 788-1051 Phone  
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 www.vanzeelandnursery.com

ROBIN VANVALIN

1715 E. Main Street  
 Little Chute, WI 54140

QUANTITY	Symbol	Plant Name	Notes
8	Red circle	barberries	concord 3'x4'
7	Green circle	"	golden touch "
7	Orange circle	spirea	magic carpet "
6	Yellow circle	ivory hahlb	5'x5'
4	Star	tauton yew	5'x4'H
5	Star	arborviter	5'w x 15'H
5	Star	"	smaller
1	Yellow flower	royal red maple	



SITE PLAN



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