



Menasha

July 15, 2010

Lorie Bunke
Anchor Bank
420 S. Koeller Street
Oshkosh, WI 54902

Dear Ms. Bunke:

Recently the Community Development Department has been receiving calls from contractors regarding the completion of 1429 Province Terrace. This letter serves to summarize the outstanding site, construction, and related issues at the property. The site plan for the original 1427-1429 Province Terrace property was conditionally approved by the Plan Commission on May 23, 2006. The property was divided via CSM in November 2009. The property remains in noncompliance with ordinance and conditional approval requirements.

In order to bring the site into compliance, the following conditions must be met:

- The owner must submit a revised landscape plan to include the addition of canopy and large evergreens (planting size of 4-5' in height) and/or replace some of the proposed Newport Plum trees shown on the original plan. In addition, the plan should consider the reduction of the 34' drive and provide additional greenspace at the front of the property or near the clock tower per the Plan Commission's approval conditions.
- The owner shall submit a lighting plan for administrative approval showing details of the proposed outdoor light fixtures and photometric plan for the site per ordinance requirements;
- The owner shall submit a dumpster enclosure plan/detail;
- The owner shall install a 5' and 6' sidewalk at the north and south ends of the parking lot and near the clock tower per the conditionally approved plan;
- The owner shall eliminate the three additional parking stalls and install all missing landscaping within the parking lot per the approved plan as well as provide missing striped directional arrows;
- The owner shall install the missing façade décor between gables;
- Alternatively, if the owner wishes to modify any element of the approved site plan, it will be necessary to seek approval from the Plan Commission by submitting the revised site plan for reconsideration.
- As part of the approval for the required submissions detailed above, the city shall require that the owner enter into a recordable Site Improvement Agreement with the City of Menasha. City ordinance requires that Site Plan Agreements must include the following:
 - Identification of the approved site plan with all approved landscaping,
 - Establishment of a completion date for all required activities;

- Identification of the estimated cost of all required improvements such as landscaping, parking, sidewalks, dumpster enclosures, etc.,
- Provision for reasonable and regular maintenance and replacement of all landscaping as needed;
- Provision of a financial guarantee in the form of a cash escrow deposit with the city or an irrevocable letter of credit for the benefit of the city and in the name of the city in an amount not to exceed the estimated costs of the required improvements.

In order to occupy the building, the following conditions must also be met:

1429 Province Terrace

- Resubmit electrical plan for state approval;
- Resubmit plumbing plan for state approval if installing more than 16 fixtures;
- Renew electrical and plumbing permits;
- Install remaining interior finish work;
- Pass all final inspections;
- Obtain occupancy permit.

Please contact me with any questions and to submit the required plans.

Sincerely,



Amy I. Wagner Kester, M.P.A.
Principal Planner

C: Building Inspection
Tammy Thompson

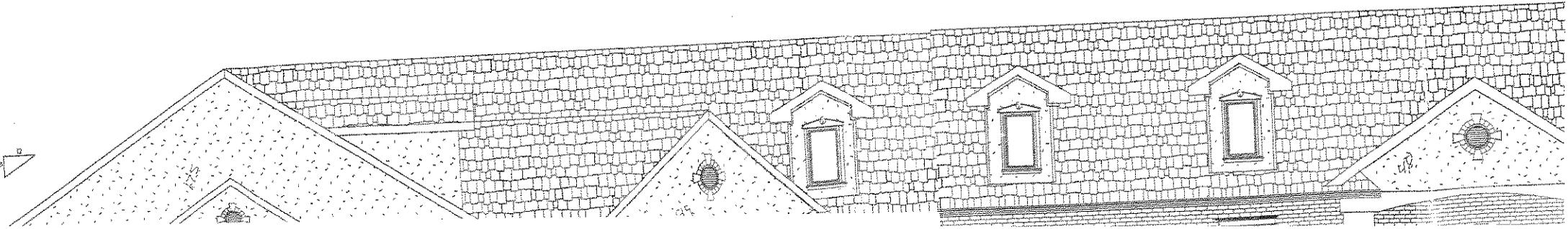


west
27.1.15
24.0
back
1/1
FRONT ELEVATION - BUILDING # 1 7396
SCALE: 1/4" = 1'0"

= missing facade decor



RIGHT SIDE ELEVATION



= missing facade decor