



**Community Development Department  
Plan Commission Staff Report  
February 16, 2012**

**Agenda Item F.3. Province Terrace Office Suites, 1427 Province Terrace, Parcel 7-00050-03**

Applicant: Province LLC

Requested action: Revised Site and Landscape Plan Approval

Proposed: Office Suites

Location: 1427 Province Terrace

Existing Zoning: C-3 Business and Office District

Surrounding Zoning: C-3 Business & Office District (North, South & West); R-1a Low Density Single-Family Residential (East)

Existing Land Use: Partially Completed Office Building

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**1. General**

In 2006, Plan Commission approved the site plan for offices at 1427 and 1429 Province Terrace. Prior to completion of the buildings and site improvements, the original developer halted development, and the property was eventually foreclosed on by Anchor Bank.

The property was later divided by CSM, of which the northern site (1429 Province) was acquired by Salon Eternity, who submitted a revised site plan to Plan Commission on 2010, which was approved and improvements are nearing completion.

Scott Dewitt, owner of Province LLC acquired the southern site (1427 Province), which he is finishing into three office suites that will be leased. He has submitted this revised Site and Landscape Plan to the Plan Commission for review and approval.

**2. Site Layout**

This site is zoned C-3 Business and Office District. The existing structure conforms to the minimum setback requirements in the C-3 District.

**3. Site Access and Parking**

Proposed access for the site for both pedestrian and vehicular traffic will come from Province Terrace; the site also has access from the property to the north (Salon Eternity) where cross access easements are in place for the parking lot. As presented, the revised site plan provides a pedestrian sidewalk connecting the building to Province Terrace on the south end of the parking lot.

There is 4,922 square feet of office space; the code requires at least one parking space for each four hundred square feet of publicly used floor area. This would constitute a minimum of 13 parking stalls being provided. 25 stalls, including two handicap, are provided in their entirety on the site. Another two are shared with the neighboring property. An additional four stalls (8 total with neighboring property) are proposed on the east side of the parking lot. Stall dimensions and aisles comply with minimum city standards, and also match the existing parking pattern of the Salon Eternity development.

**4. Site Grading, Drainage, Stormwater Management, Erosion Control, and Utilities**

The site is gently sloped, and drains to the east and south, where drainage easements are in place. The parking lot drains to a catch basin that drains to the city's storm sewer on Province Terrace; a gap is proposed in the center landscape island to allow for proper drainage of the parking lot to this catch basin inlet.

Plans for erosion control and stormwater management were previously submitted and approved by the Public Works/Engineering Department. Sanitary sewer and water are available from the Waverly Sanitary District; stormwater is available from the City of Menasha.

**5. Landscaping and Lighting**

The C-3 District calls for the installation of 20% landscaping; the proposed plan appears to meet this requirement. Additional detail regarding specimen types and size is needed, especially for the transitional area and the parking lot landscaping.

As the property abuts R-1A to the East, a transitional landscaping buffer is required. The proposed landscape plan provides evergreen trees along with small shrubs along the foundation of the rear building façade, and a fence (to be constructed jointly with Salon Eternity) to screen the parking lot area and mitigate any light intrusion from parking lot traffic. A better mixture of

deciduous and evergreen, along with plant variety is needed to comply with the transitional area requirements. In addition, as the proposed transitional area utilizes fencing as part of the screening, Plan Commission must approve this as a suitable alternative for the site.

Staff's review of the parking lot landscaping (islands and perimeter), indicate that the proposed site plan is very close to complying with parking lot landscaping requirements. Two additional canopy trees are required between the parking Lot and Province terrace, along with more information on plant selection is required. In particular, shrubs for the parking lot perimeter screening must be at least 50% deciduous.

The developer has indicated he plans to replicate the parking lot lighting approved for the Salon Eternity Development. Community development staff is expecting the full lighting plan to be submitted by the lighting contractor by the Plan Commission meeting.

**6. Architecture and Construction**

No changes were proposed to the building's façade, which was approved as part of the site plan in 2006, and was constructed shortly thereafter.

The dumpster enclosure is proposed for the south end of the parking lot. Discussions with Mr. DeWitt have indicated his desire to construct a dumpster enclosure to match that of Salon Eternity, while complying with the City's 75% opacity requirement.

There is currently no proposed location for signage, although future wall and/or monument signs will be needed. Location, design, lighting and size of all future signage will be controlled via the city's Sign Permit process and ordinance.

**7. Consistency with Zoning Comprehensive Plan**

The proposed use is consistent with the C-3 Zoning District Standards. The Comprehensive Plan calls for Regional Commercial along the Province Terrace Corridor, of which the proposed professional office use is compatible.

**8. Recommendation**

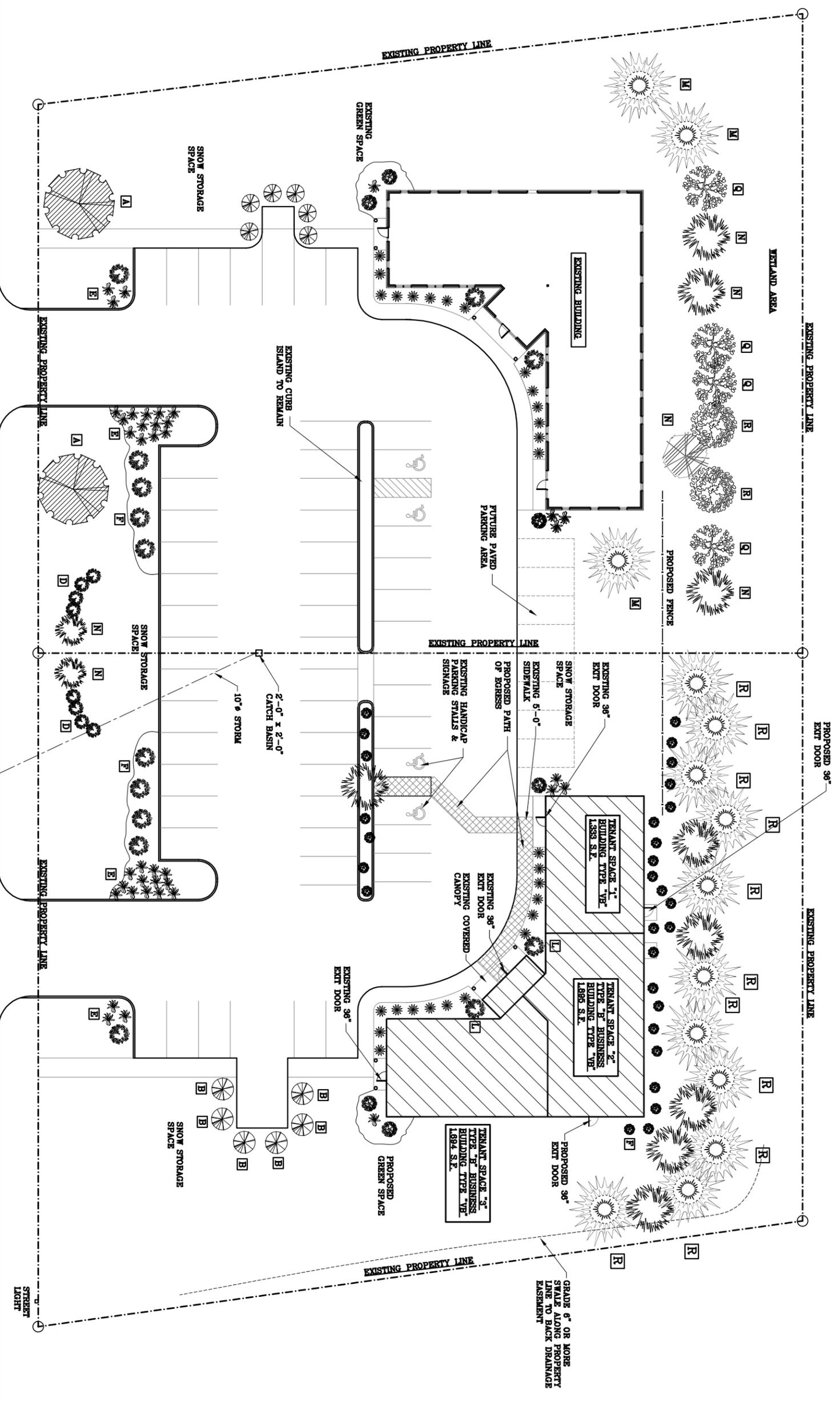
Community Development staff finds that the proposed office suite is compatible with surrounding land uses. The proposed Site and Landscape Plan, as revised, appears to comply with minimum standards set forth in the City of Menasha's Site Plan requirements, contingent on the conditions outlined below being met. The Community Development Department **recommends approval of the revised Site and Landscape Plan for the Province Terrace Offices** at parcel 7-00050-03, with the following conditions:

- Developer submits a lighting plan that is found acceptable by and approved by Community Development Staff, if not yet received and/or reviewed.
- Developer submits final design and materials for dumpster enclosure, which 75% opacity and be at least 6 feet in height.
- Developer submits a final landscaping plan to include the following:
  - Two additional deciduous canopy trees between the parking lot and Province Terrace
  - Revised planting scheme for the transitional area, to include a mix of deciduous and evergreen trees, and a greater variety of planting materials.
  - Parking Lot perimeter landscaping shrubs contain at least 50% evergreen.
  - Labeling of all planting materials, including proposed size and type.

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**PLANTING KEY:**

A.	NEWPORT PLUM.
B.	PYRAMID ARBORVITTE
C.	BLUE STAR JUNIPER
D.	DWARF KOREAN LILAC
E.	SPIREA YEW
F.	GOLD SPIREA
G.	SHASTA DAISEN
H.	BLANKET FLOWER
I.	DIANTHUS
J.	BLUECHIPS
K.	GLOBE ARBORVITTE
L.	WINE & ROSES WEIGELLA
M.	NORWAY PINE
N.	BLUE SPRUCE
P.	DARK GREEN ARBORVITTE
Q.	VULGARIS LILAC
R.	EVERGREEN



PROVINCE TERRACE DRIVE

8' 6" SANITARY  
15' 6" STORM  
8' 6" SANITARY  
15' 6" STORM



NORTH

PROPOSED LANDSCAPE PLAN

1" = 30'-0"