

City of Menasha

Site Plan Review Guide

Purpose

Review of site plans is required for the purpose of promoting compatible development, stability of property values, enhancement of safety, and to prevent impairment or depreciation of property values. To that purpose, no person shall commence any multifamily, commercial or industrial use, or erect any structure or change the occupancy of any structure, without first obtaining approval of detailed site, architectural and landscaping plans, as set forth in Section 13-1-12 of the Menasha Municipal Code.

The City of Menasha Community Development Department has created this Site Plan Review Guide to assist project developers with the site plan review process. Planning guidelines and a detailed checklist have been designed to minimize review time and avoid delays caused by incomplete plans. Following this procedure will facilitate prompt review and approval.

Regulated Development

Any person, firm, corporation, or group initiating a project or development subject to site plan review requirements shall submit a site plan to the Community Development Department. The Plan Commission shall review site, architectural, lighting and landscaping plans for the following activities within each zoning district:

R-1, R-1A Single Family and R-2 Two-Family Residence Districts

- a. Any proposed use that is listed as requiring site plan approval or a special use permit.

R-2A, R-3 and R-4 Multi-Family Residence Districts

- a. Any proposed new construction.
- b. Any proposed use that is listed as requiring site plan approval or a special use permit.
- c. Any proposed addition or expansion to a non-conforming lot, structure, or use.
- d. Any proposed addition or expansion which exceeds five percent (5%) of the building square footage or five hundred (500) square feet, whichever is less.
- e. Any proposed alteration of more than fifteen (15) percent of the exterior wall area of a structure within a two-year period. Exterior wall area includes windows, doors, siding or other exterior wall covering. Painting or staining of the building exterior or the replacement of doors or windows within the original openings shall not be subject to the requirements of the section.

C-1 General Commercial, C-2 Central Business District, C-3 Business and Office, C-4 Business Park, I-1 Heavy Industrial, and I-2 General Industrial District Districts

- a. Any proposed new construction.
- b. Any proposed use that is listed as requiring site plan approval or a special use permit.
- c. Any proposed addition or expansion to a non-conforming lot, structure, or use.
- d. Any proposed addition or expansion which exceeds five percent (5%) of the building square footage or five hundred (500) square feet, whichever is less.

- e. Within the C-1 and C-3 districts, any proposed alteration of more than fifteen (15) percent of the exterior wall area of a structure within a two-year period. Exterior wall area includes windows, doors, siding or other exterior wall covering. Painting or staining of the building exterior or the replacement of doors or windows within the original openings shall not be subject to the requirements of the section.

R-MH Residential Mobile Home District

- a. Any proposed mobile home park.
- b. Any change or expansion to an existing mobile home park.

Site Plan Submission Process

The site plan review process includes the following steps:

- _____ 1. Initial consultation with city staff
- _____ 2. Site plan application submittal
- _____ 3. Site plan review fee submittal
- _____ 4. Site plan submittal - **15 folded copies (11"x17")**, **2 full plan sets (24"x36")**, and **electronic copies (.pdf and .dwg)** are required
- _____ 5. Review by city staff and additional documentation or revisions as required
- _____ 6. Review and approval of the Plan Commission
- _____ 7. Site Improvement and Stormwater Management Agreements recorded
- _____ 8. Escrow, performance bond, or letter of credit submittal

Application Process

At the inception of project planning, the developer should schedule an initial consultation with the Community Development Department. Following this consultation, the applicant should prepare the site plan using this Site Plan Review Guide as a reference.

Site Plan Content

Submittals are required to include site, architectural, lighting, utility, and landscape plans. More information and detail can be found under the site plan checklist in this document.

Plan Submittal and Fee Calculation

By the respective application deadline(s) set forth in the Plan Commission Schedule, the applicant shall submit all required copies of the proposed site plan to the Community Development Department along with a completed application form and the site plan review fee. Review fees are calculated as follows:

Developed Area Ratio*	Fee Schedule
< .21	\$5/10,000 sq. ft. of site area
.21 - .40	\$10/10,000 sq. ft. of site area
.41 - .60	\$15/10,000 sq. ft. of site area
.61 - .80	\$20/10,000 sq. ft. of site area
> .80	\$25/10,000 sq. ft. of site area

*The developed area ratio is the area occupied by structures and parking (the developed area) divided by the total area of the site. The minimum fee is \$150 and the maximum fee is \$650.

Two examples of calculating the site plan review fee are listed below.

Blue Jay Company proposes to build a 60,000ft² building on an undeveloped two-acre site (87,120ft²). The developed area ratio is calculated at $\frac{60000ft^2}{87150ft^2} = .688$ development area ratio. The fee for a .688 development area ratio is a set at \$20/10,000ft² of site area. Therefore, the fee for Blue Jay Company's project would be **\$174.30**.

Waterway Incorporated proposes to build a 10,000ft² building and a 5,000ft² parking lot on an undeveloped one-acre site (43,560ft²). The developed area ratio is calculated at $\frac{15000ft^2}{43560ft^2} = .344$ development area ratio. The fee for a .344 development area ratio is a set at \$10/10,000ft² of site area. The fee for the project would be less than the minimum fee. Therefore, the fee for Waterway Incorporated's project would be set at **\$150**.

No applications will be accepted without a completed application and payment of the site plan fee. To be placed on the Plan Commission agenda, applications, fees, and all applicable plans must be received by the application deadline(s) before the next scheduled meeting. Please see the included schedule to determine the appropriate submittal deadline.

Site Plan Review

When all of the required information has been received city staff will review the site plan. If deficient, site plans may be returned to the applicant for revisions. **Fifteen sets of plans (11"x17"), 2 full sets of plans (24"x36"), and an electronic copy of the site plan shall be submitted for Plan Commission review; submitted plans should be individually folded and ready for mailing.** The Plan Commission shall approve, approve with conditions, refer back for changes, or reject the design of the site plan. Building permits may only be issued after the Plan Commission approves the site plan and the Site Improvement and Stormwater Management agreements are recorded.

Compliance

The site plan review process outlined in this guide is required by Section 13-1-12 of the City of Menasha Code of Ordinances. Persons failing to comply with the approved site plan and applicable ordinance requirements are deemed an ordinance violation.

Additional Information

If you have any questions, would like more information, or would like to arrange for a consultation, please contact the Community Development Department at 920-967-3650.

Site Plan Checklist

A complete site plan consists of the following information:

1. Fifteen folded copies (11"x17") of the site plan package shall be submitted for review.
2. Two full plan sets (24" x 36") are required to be submitted for each site plan.
3. An electronic copy (.pdf and .dwg) of the site plan is required to be submitted.

Plans are required to be scaled. All sheets in the site plan shall be numbered and dated.

Site Plan Requirements

A. Title

- _____ 1. Name of project, site address, legal description of property, description of proposed use.
- _____ 2. Name, address, and phone/fax numbers of the record property owner and site plan preparer.
- _____ 3. North arrow, date of preparation, revision dates, and scale.

B. Surrounding Area

- _____ 1. Current zoning, use of site and adjoining parcels.
- _____ 2. Location and size of any buildings, driveways, and public right-of-way within 100 feet of property lines.
- _____ 3. Recorded property lines and their dimensions.

C. Utilities

- _____ 1. Any public right-of-way abutting the site needs to be identified with accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, traffic signs/signals, median islands, project driveways, driveways on opposite street frontages, bus stops, etc.

- _____ 2. Locate and label all existing and proposed utilities (underground and overhead) with sizes and materials designations. This includes:
- sanitary sewer - manholes and clean outs
 - storm sewer - manholes and inlets (calculate drainage area for each)
 - water - laterals, fire lines, valves, and meters
 - fire hydrants
 - gas and electric lines
 - size of utility lines that will be tapped into on the adjacent street.
- _____ 3. Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access, and other purposes, and all easements on surrounding properties benefiting the subject property.

D. Site Layout

- _____ 1. Structural aspects of all existing and proposed buildings, including use of each structure, dimensions, number of stories, and their location on the parcel.
- _____ 2. Indicate the removal of any existing buildings or structures.
- _____ 3. Dimensions of all required yard setbacks for buildings and off-street parking. Include the total acreage of subject property. Include the percentage of proposed site coverage for buildings and hard-surfaced areas as well as the percentage of landscaping and green space
- _____ 4. Location of existing and proposed signage. Sign elevation showing the height from bottom of sign to grade, overall height, and face dimensions.
- _____ 5. Location, height, elevations, and materials of all fences or retaining walls.
- _____ 6. Identify whether existing or proposed buildings will contain a fire protection system.
- _____ 7. Multi-family residential projects shall include additional information that identifies the following:
- the total number of dwelling units, number of units per building, and the unity density per acre

E. Site Access and Parking

- _____ 1. Include calculations for parking and loading requirements including number of required stalls, proposed stalls, and loading zones.
- _____ 2. Show pedestrian, bicycle, and vehicle traffic aspects for existing and proposed site access and parking areas, including:
 - arrows to show traffic flow
 - parking stall dimensions, layout, and striping
 - handicap stalls and ramps
 - loading zones
 - driveway widths and radii or flares on driveway aprons to public streets and their dimensions
 - landscaped islands, medians, or traffic control dividers
 - location of bicycle storage racks
 - pedestrian walkways
- _____ 3. Show curbing used to define parking, walkways, and interior landscape areas.
- _____ 4. Identify all vision control areas on the site.

F. Grading, Drainage, and Stormwater

- _____ 1. Identify the existing and proposed elevations on the site and adjacent properties using contour lines, spot elevations, and drainage flow arrows to define drainage patterns. Include elevations for the following:
 - first floor building elevations
 - property corners
 - parking lot
 - inlets and manholes
 - rim and invert elevations
 - drives
 - existing drainage ways
- _____ 2. Show details for all existing and proposed retaining walls, drainage ways, drainage pipes (including size and length), manholes, and inlets.
- _____ 3. Identify depth of base gravel and thickness of hard-surfaced pavement (concrete or asphalt) and show cross-section.
- _____ 4. Identify any area included in the 100-year flood mapping.

- _____ 5. Show site specific erosion control plan that addresses pollution caused by soil erosion and sedimentation during construction, and up to final stabilization of the site. Identify the total disturbed area of the site.
- _____ 6. Identify the existing impervious area on site and the proposed post construction impervious area.

G. Landscape Plan

- _____ 1. Locate all existing trees over four inches in diameter (measure six inches about the ground) and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation that is to remain.
- _____ 2. Identify the location, size (at time of planting and maturity), species, and variety of all proposed trees, shrubs, foundation plantings, and other planting materials that will be installed. Show any other site enhancements such as art or water features, benches, recreational areas, or other decorative amenities. Show the location and percent slope of all proposed berms (using two-foot contours).
- _____ 4. Indicate all planting materials and/or fencing that will be used to control erosion or to screen parking, truck loading, refuse disposal, mechanical equipment, and outdoor storage from adjacent properties or street right-of-way.
- _____ 5. Identify type of ground cover materials for the entire site, including seeded grass, sod, type of mulch in planting beds, pavers, concrete, asphalt, gravel, etc.
- _____ 6. Locate the refuse and recycling containers, their enclosures, and provide a construction detail.

H. Lighting Plan

- _____ 1. Identify all mounted or freestanding exterior lighting fixtures, including floodlighting, security lighting, event lighting, and the lighting of off-street parking and loading areas.
- _____ 2. Show the location and dimensions of all existing and proposed structures, parking, drives, rights-of-way, and any other permanent features.
- _____ 2. Include photometric calculations based on the “mean” light output per the manufacturer’s values of the specified lamp and luminaire photometry data. The details provided for exterior lighting shall include point-to-point photometric calculations at intervals of not more than ten (10) feet, at ground level. Light levels at property lines must be included.

- _____ 3. Provide cut-sheets of all lamps and luminaires to be installed and include Color Rendition Index information, pole height (if applicable), and show that each luminaire is fully cut-off.

I. Architecture and Construction

- _____ 1. Provide dimensioned elevations of all exterior elevations (photographs may be substituted for existing elevations if structure(s) are to remain unchanged).
- _____ 2. Show the type of roof, windows, wall and trim materials, colors, and textures. Include roof slope.
- _____ 3. Clearly identify changes or additions to existing buildings or materials.