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## COMMUNITY AND ECONOMIC DEVELOPMENT

100 North Appleton Street  
Appleton, WI 54911  
Telephone: (920) 832-6468  
Fax: (920) 832-5994

July 15, 2020

Sent via email: [mfranz@kahlerslater.com](mailto:mfranz@kahlerslater.com)

Michael Franz  
Kahler Slater  
111 W. Wisconsin Avenue  
Milwaukee, WI 53203

**RE: *SITE PLAN #16-20 Fox Valley Medical Office Building – N. Intertech Court (Tax Id #31-1-6510-51) – Construction a new medical office building and associated off-street parking lot.***

Dear Mr. Franz:

The Site Plan Review Committee has completed its initial review of Site Plan #16-20 for a new medical office building located on N. Intertech Court. Staff offers the following review comments:

### **Community and Economic Development Department – Planning and Economic Development**

The following comments are regarding planning issues. Please contact Jessica Titel, Principal Planner, at (920) 832-6476 with any related questions.

1. Waiver of City of Appleton repurchase right shall be approved by the Common Council prior to Site Plan approval.
2. Certified Survey Map #7369 restricts access to Evergreen Drive. Applicant shall prepare a restriction release document for Staff review and approval to allow for one access point in a location approved by the Department of Public Works (see comment #12 below for details). Restriction Release shall be signed by both the City and property owner and recorded with the Register of Deeds.
3. Existing Fire Lane Easement terminates with the development of this lot. Prior to Site Plan approval, a cross access easement for permanent access to the GLK property (Parcel #31-1-6510-52) shall be prepared and recorded with the Register of Deeds. Please show cross access easement on the plans.
4. Please update plans so parking stall count is consistent between all plan sheets. Sheet G100 states 162 parking stalls are being providing, while Sheets C100 and L1 state that 163 parking stalls are being provided
5. Provide perimeter landscaping along the west side of the parking lot to meet the buffering requirements listed in Section 23-172(g) – Table 2: *One (1) deciduous shade tree or ornamental tree shall be planted*

*for every forty (40) feet on center the property abuts a dedicated public street plus a two (2) to three (3) feet high staggered row of evergreens and/or deciduous shrubs at the time of planting shall be provided across 80% of the frontage of the parking lot excluding driveways, to provide an opaque screen. Plantings can be adjacent to the western property line so they do not interfere with any future parking lot expansions.*

6. Show lighting levels at the southern property line adjacent to GLK Foods (Parcel #31-1-6510-52) to confirm lighting levels do not exceed 0.5 foot-candles.
7. Label existing utility and water main easements on all plan sheets. Be sure to include document numbers.
8. No trash enclosure is shown on the plan sheets. Please provide trash enclosure details if dumpsters will be located outside of the building.

### **Department of Public Works – Engineering**

The following comments are from the Engineering Division. Please contact Sue Olson, Staff Engineer, at (920) 832-6473 with any related questions.

9. This project requires Stormwater Management Permit. A plan has been accepted for review. The engineering review of drainage and grading will be part of that process. Comments will be sent under separate cover.
10. The plans must be stamped by the licensed architect and professional engineer.
11. Provide completed Stormwater Utility Service Application form. The impervious surface on plan sheets G100 and C100 do not match. Revise as needed to be consistent with each other and the form.
12. Contact Eric Lom, City Traffic Engineer, regarding the following items:
  - Scaling the drawing, it appears the proposed Evergreen Drive access is located in the correct spot (as previously discussed); however, add a dimension to the plan that specifies the exact distance between the island nose (east of the roundabout) and the west edge of the proposed driveway. Previous discussion regarding this access point indicated the location of any new driveway access to Evergreen Drive shall be restricted to a location which is centered a minimum of 287 feet east of the existing centerline median nose of the Lightning Drive roundabout.
  - For the proposed Evergreen Drive access, Staff would like to see a modified apron. Use the existing El Jaripeo driveway as a template sent via email on July 7.
  - If possible, Staff prefers to see the Lightning Drive access shifted south to line up with the existing access across the street.
13. The Future Parking is not reviewed or approved with this site plan process.
14. Although it will not be reviewed or approved with this submittal, show the Future Building (referenced below the storm sewer table).
15. On each street frontage, provide dimensions from the back of curb to the property line.
16. Define the concrete aprons and public sidewalk at the driveways to be 7 inch thick concrete per City specifications. Show the Evergreen Drive sidewalk at the driveway to be removed and replaced at 7 inch thick. Provide grades at this driveway/sidewalk meeting ADA. Show removing additional sidewalk if needed. If other internal concrete is to be a different thickness, properly label this on the drawings.
17. For the sanitary sewer connection:
  - Provide the rim and invert elevation of the existing public manhole and pipe.

- Call out the sanitary lateral crossing the 12” public water main. Provide proposed elevations for each pipe at the crossing and required separation distance.
- The note to replace the pavement “in kind” is not adequate. The pavement removal and replacement shall include the following:
  - Full depth sawcut
  - Aggregate slurry backfill
  - Full panel replacement
  - Tie bars 2 ft center to center
  - A separate permit from DPW
  - Inspection by DPW Engineering Technician prior to sawcut and prior to concrete placement

18. Revise the first note on C103 to replace “Special Provisions” with “Standard Specifications”.

19. For the storm sewer:

- Label the public manholes in plan view. Provide rim elevations and all invert elevations for the public manholes.
- In the table, clarify MH D “endwall” description.
- Verify the diameter of the public manhole in Lightning Drive and the wall integrity with the new 15” pipe at the proposed angle.

20. For the grading plan:

- Provide spot grades at each property corner, each grade break along the property line and at 50 ft intervals.
- At each driveway to the public street, provide gutter grades, edge of sidewalk grades, and define the high point of drainage to the street.
- For the driveway connections to GLK, define the high point and drainage direction of flow between the properties. Provide documentation of agreement of drainage pattern between the two property owners.
- There can be no runoff onto Primary Care to the east without written permission. Revise the grading plan as needed.
- It appears the east driveway from the building and dumpster sheet flows into InterTech Court. Capture this flow into storm sewer.

### **Inspections Division – Erosion Control**

The following comments are regarding erosion control issues. Contact Sue Olson, Erosion Control at (920) 832-6473 with any questions.

21. The Erosion and Sediment Control plan will also be reviewed by Brown and Caldwell with the stormwater plan. Comments will be sent under separate cover.

### **Inspections Division – Plumbing**

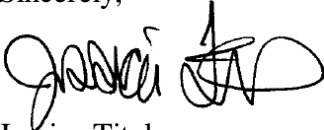
The following comments are regarding plumbing issues. Contact Jim Becker, Plumbing Inspector at (920) 832-6420 with any questions.

22. This building, if classified as a Health Facility as defined under DSPPS 382.10(116), shall be reviewed by the DSPPS. If not, a full site-specific plan review will be required by City of Appleton (Jim Becker). Please send plans, application, and fees as soon as possible. Application forms can be found on the City’s website.

**Future Submittals: The revised site plan materials can be submitted at any time addressing the above referenced comments. The Community and Economic Development Department will distribute the revised site plan materials to City staff for review and comment. Please submit the revised Site Plan set via email in PDF. I will coordinate submittal of the final hard copies upon approval of the Site Plan.**

Please contact me at (920) 832-6476 if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jessica Titel', with a stylized flourish at the end.

Jessica Titel  
Principal Planner

cc: Alderperson Lobner  
Dan Meissner, Inspections  
Jim Becker, Inspections  
Sue Olson, Public Works & Erosion Control  
Erick Cardew, Public Works  
Steve Patterson, Fire  
Eric Lom, Traffic  
Karen Harkness, Community & Economic Development  
Tim Wittmann, Davel Engineering