



REPORT TO CITY PLAN COMMISSION

Plan Commission Public Hearing Meeting Date: January 11, 2016

Common Council Meeting Date: January 20, 2016

Item: Special Use Permit #18-15 – Parking Lot in Central Business District CBD – Tax Parcel Number 31-2-0430-02

Case Manager: Jeff Towne

GENERAL INFORMATION

Owner/Applicant: Property Owner: 222-Washington/Division Prop. LLC
Applicant: Rick Menting, agent

Address/Tax Parcel #: Southeast corner of North Division Street and West Franklin Street/31-2-0430-02

Petitioner's Request: The owner/applicant is requesting a Special Use Permit for a parking lot for tenants of the 222 Building.

BACKGROUND

A building on the site was razed in 2009. It is currently a vacant lot.

STAFF ANALYSIS

Existing Site Conditions: The site is a vacant lot.

Off-Street Parking Requirements: Off-street parking requirements do not apply to uses within the Central Business District zoning district. The proposed parking lot will serve downtown businesses.

Ordinance Requirements: Per 23-114(e) and 23-66, in order to permit the construction of a surface parking lot on properties zoned Central Business District, the Plan Commission makes a recommendation to the Common Council who will make the final decision on the Special Use Permit. A 2/3 vote of the Common Council is required for approval.

Site Plan review and approval is required prior to construction commencing on the site.

Surrounding Zoning and Land Uses:

North: CBD Central Business District – Parking Lot
South: CBD Central Business District – Retail Business
West: CBD Central Business District – Auto Sales
East: CBD Central Business District – Parking Lot

2010-2030 Comprehensive Plan: The 2010-2030 Future Land Use Map currently represents this area as Central Business District. The property is currently zoned CBD Central Business District. The proposed use is consistent with the purpose of the CBD Central Business District and goals and objectives of the City's Comprehensive Plan:

Sec. 23-114. CBD Central Business District.

- **Purpose.** This district is intended to provide a centrally located and readily accessible area that offers a wide variety of retail, service, financial, entertainment and governmental uses. A broad range of uses is permitted to reflect downtown's role as a commercial, cultural and government center. Development is intended to be intense with maximum lot coverage, increased building scale and height density and buildings placed close together. Development is intended to be pedestrian-oriented with a strong emphasis on a safe and attractive streetscape.

Overall Community Goals

- **Goal 1 – Community Growth** (Chapter 10 – Land Use)

Appleton will continue to provide opportunities for residential, commercial and industrial growth, including appropriate redevelopment sites within the downtown and existing neighborhoods and greenfield development sites at the City's edge.

- **Goal 8 – Economic Development** (Chapter 9)

Appleton will pursue economic development that brings good jobs to the area and supports the vitality of its industrial areas, downtown, and neighborhood business districts.

Economic Development Element

- **9.3 OBJECTIVE:** Ensure the continued vitality of downtown and the City's neighborhood commercial districts.

Findings: This proposed use is consistent with the above-mentioned goals and objectives and increases economic viability of the downtown by offering additional surface parking to serve businesses. The proposed use supports the Central Business District and the commercial establishments in this part of the Downtown.

Finding of Fact: This request was reviewed in accordance with the standards for granting a Special Use Permit under 23-66 (e) (1-6), which were found in the affirmative, as long as all stipulations are satisfied.

Technical Review Group Report (TRG): This item was distributed to the Technical Review Group. No negative comments were received from participating departments.

RECOMMENDATION

Staff recommends, based on the above, that Special Use Permit #18-15 for a parking lot in the Central Business District, **BE APPROVED**, to run with the land, subject to the following conditions:

1. Any deviations from the approved Development Plan may require a major or minor amendment request to this Special Use Permit pursuant to Section 23-66(g) of the Zoning Ordinance.
2. Site Plan approval is required prior to a Paving Permit being issued.
3. A Certified Survey Map shall be approved and recorded prior to a Paving Permit being issued.
4. All applicable Codes, Ordinances and regulations, including but not limited to, Fire, Building and Health Codes and the Noise Ordinance, shall be complied with.

PLAN OF OPERATION AND LOCATIONAL INFORMATION

Business Information:

Name of business: _____

Years in operation: _____

Type of proposed establishment (detailed explanation of business):

Parking Lot

Proposed Hours of Operation:

Day	From	To
Week Day		
Friday		
Saturday		
Sunday		

Building Capacity and Area:

Maximum number of persons permitted to occupy the building or tenant space as determined by the International Building Code (IBC) or the International Fire Code (IFC), whichever is more restrictive: _____ persons

Gross floor area of the existing building(s):

NA

Gross floor area of the proposed building(s):

NA

Identify location, number, capacity and flammable liquid materials stored in storage tanks or containers:

NA

Describe any potential smoke, odors emanating from the proposed use and plans to control them:

NONE

Describe Any Potential Noise Emanating From the Proposed Use:

Describe the noise levels anticipated from all mechanical equipment:

NONE

How will the noise be controlled?

NA

Outdoor Lighting:

NONE

Type: _____

Location: _____

Off-Street Parking:

Number of spaces existing: _____

Number of spaces proposed: _____

Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

Outdoor Uses:

Type, location, size of outdoor storage area(s) of business property, goods, or merchandise not intended for customer viewing or immediate sale:

NA

Type and height of screening of plantings/fencing/gating for outdoor storage area(s):

NA

Type, location, size of outdoor display area(s) of merchandise for sale:

NA

Number of Employees:

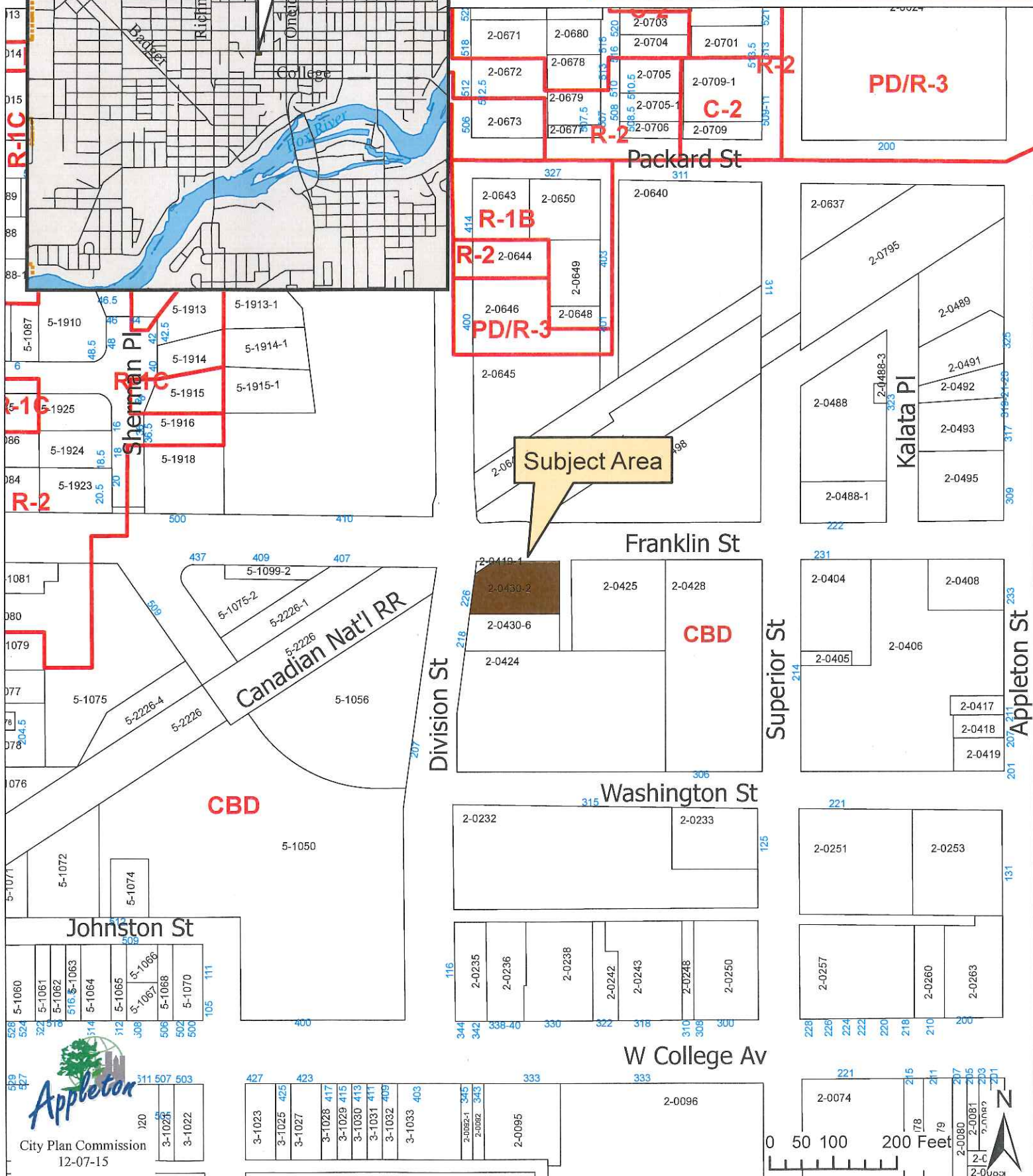
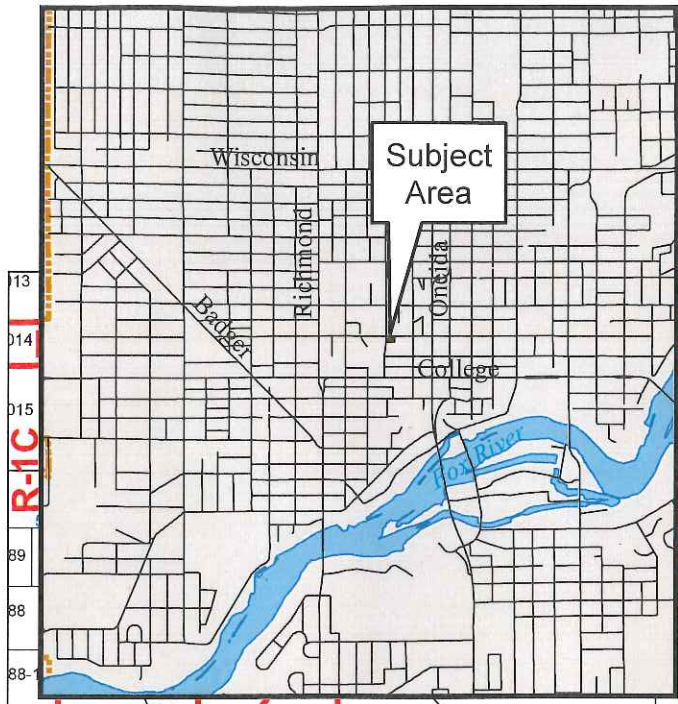
NA

Number of existing employees: _____

Number of proposed employees: _____

Number of employees scheduled to work on the largest shift: _____

Southeast Corner of
North Division Street/West Franklin Street
Special Use Permit
Parking Lot in CBD Zoning District
Zoning Map



City Plan Commission
12-07-15



