



REPORT TO CITY PLAN COMMISSION

Plan Commission Public Hearing Date: May 21, 2019

Common Council Meeting Date: June 5, 2019

Item: Special Use Permit #6-19 for an indoor personal storage facility

Case Manager: Jessica Titel

GENERAL INFORMATION

Owner: RVIDAS, LLC

Applicant: Nicholas Salm

Address/Parcel #: North Ballard Road (Tax Id #31-1-6726-00)

Petitioner's Request: The applicant is requesting a Special Use Permit for an indoor personal storage facility.

BACKGROUND

The subject site is approximately 21,210 square feet in area and is currently vacant land. It consists of one landlocked parcel located east of 3030 North Ballard Road. Access is obtained through an easement.

A lot line adjustment was conditionally approved on October 19, 2018. This corrected an encroachment of the adjacent parking lot onto the subject parcel.

A Special Use Permit (#3-15) for a personal storage facility was approved by the Plan Commission on May 11, 2015 and the Common Council on May 20, 2015. That Special Use Permit also included the adjacent parcel to the south. The use was never constructed or established. The approval for the Special Use Permit has since expired. Per Section 23-66(f)(3), *"If a building permit has not been obtained or the special use has not been established within twelve (12) months of the issuance of the special use permit, the special use permit expires."*

STAFF ANALYSIS

Project Summary: The applicant proposes to construct a personal storage facility as shown on the attached conceptual plans. There will be approximately 9 individual storage units that will be accessed from the exterior of the building. Access from Ballard Road to the site will be via easements through the property to the west. No outdoor storage is proposed at this time. Site Plan Review, in accordance with Section 23-570, is required prior to construction of the proposed facility.

Existing Site Conditions: The site is approximately 21,210 square feet in size and is currently undeveloped. Access is provided from Ballard Road via an easement through the property to the west. Ballard Road is classified as an arterial street.

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Zoning Ordinance Requirements: The subject property has a zoning designation of C-2 General Commercial District. Per Section 23-113(e) of the Municipal Code, a personal storage facility requires a Special Use Permit in the C-2 District. The definition for personal storage facility (self storage/mini-warehouse), per the Zoning Ordinance, means the primary use of a building containing individual, compartmentalized and controlled access spaces, rooms or lockers that are leased, rented or owned by different individuals for the storage of individual possessions or personal property. In order to permit a personal storage facility, the Plan Commission makes a recommendation to the Common Council who will make the final decision on the Special Use Permit. A two-thirds (2/3) vote of the Common Council is required for approval.

Operational Information: A plan of operation is attached to the Staff Report.

Surrounding Zoning and Land Uses: The surrounding area is under the jurisdiction of the City of Appleton. The adjacent parcels contain a mix of uses.

North: PD/R-3 Multi-Family Residential Planned Development District. The adjacent land use to the north is multi-family residential.

South: C-2 General Commercial District. The adjacent land use to the south is undeveloped.

East: M-1 Industrial Park District. The adjacent land uses to the east are undeveloped land and industrial uses.

West: C-2 General Commercial District. The adjacent land use to the west is currently professional services.

Appleton Comprehensive Plan 2010-2030: The City of Appleton *Comprehensive Plan 2010-2030* identifies this area for future Business/Industrial. According to Chapter 10: Land Use, the Business/Industrial land use category is made up of offices and light industrial "flex" spaces.

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

Technical Review Group (TRG) Report: This item was discussed at the April 30, 2019 Technical Review Group meeting. Comments were received regarding how utilities would serve the site. These details will be reviewed during the Site Plan process. No negative comments were received.

RECOMMENDATION

Staff recommends, based on the above, that Special Use Permit #6-19 for an indoor personal storage facility at North Ballard Road (Tax Id #31-1-6726-00), as shown on the attached maps and per attached plan of operation, along with the attached resolution, **BE APPROVED** to run with the land, subject to the following conditions:

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1. All applicable codes, ordinances, and regulations, including but not limited to Fire and Building Codes, shall be complied with.
2. The personal storage facility use is limited to the interior of the proposed building only. Any future plans for outdoor storage of recreational vehicles shall require compliance with Section 23-66(h)(18) of the Zoning Code and submittal of an application for a major or minor amendment to the Special Use Permit.
3. 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 Municipal Code.
4. Compliance with the plan of operation is required at all times. Changes to the plan of operation shall be submitted to the Community and Economic Development Department for review and approval.
5. Site Plan review and approval is required, pursuant to Section 23-570 of the Municipal Code, prior to the issuance of a building permit by the Inspections Division. Zoning Ordinance requirements will be examined during the review of the Site Plan.

RESOLUTION

CITY OF APPLETON RESOLUTION APPROVING SPECIAL USE PERMIT #6-19

WHEREAS, Nick Salm (RVIDAS, LLC) has applied for a Special Use Permit for an indoor self-storage facility located at North Ballard Road, also identified as Parcel Number 31-1-6726-00; and

WHEREAS, the location for the proposed indoor self-storage facility is located in the C-2 General Commercial District and the proposed use is permitted by special use within this zoning district; and

WHEREAS, the City of Appleton Plan Commission held a public hearing on May 21, 2019, on Special Use Permit #6-19 at which all those wishing to be heard were allowed to speak or present written comments, and other materials presented at the public hearing; and

WHEREAS, the City of Appleton Plan Commission has considered the application, the staff reports, oral and written, the Comprehensive Plan and zoning on the subject property, the testimony, written comments, and other materials presented at the public hearing; and

WHEREAS, the City of Appleton Plan Commission reviewed the standards for granting a Special Use Permit under Sections 23-66(e)(1-6) of the Municipal Code, and forwarded Special Use Permit #6-19 to the City of Appleton Common Council with a favorable or not favorable (CIRCLE ONE) recommendation; and

WHEREAS, the City of Appleton Common Council has reviewed the report and recommendation of the City of Appleton Plan Commission at their meeting on _____, 2019 and found it to be acceptable.

NOW, THEREFORE, BE IT RESOLVED, that the City of Appleton Common Council approves Special Use Permit #6-19 for an indoor self-storage facility located at North Ballard Road, also identified as Parcel Number 31-1-6726-00 and orders as follows:

CONDITIONS OF SPECIAL USE PERMIT #6-19

1. All applicable codes, ordinances, and regulations, including but not limited to Fire and Building Codes, shall be complied with.
2. The personal storage facility use is limited to the interior of the proposed building only. Any future plans for outdoor storage of recreational vehicles shall require compliance with Section 23-66(h)(18) of the Zoning Code and submittal of an application for a major or minor amendment to the Special Use Permit.
3. 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 Municipal Code.

4. Compliance with the plan of operation is required at all times. Changes to the plan of operation shall be submitted to the Community and Economic Development Department for review and approval.
5. Site Plan review and approval is required, pursuant to Section 23-570 of the Municipal Code, prior to the issuance of a building permit by the Inspections Division. Zoning Ordinance requirements will be examined during the review of the Site Plan.

Adopted this _____ day of _____, 2019.

Timothy M. Hanna, Mayor

ATTEST:

Kami Lynch, City Clerk

PLAN OF OPERATION AND LOCATIONAL INFORMATION

Business Information:

Name of business: RVIDAS, LLC.

Years in operation: LESS THAN 1

Type of proposed establishment (detailed explanation of business):

Nine non-occupied cold storage units.

Proposed Hours of Operation:

Day	From	To
Week Day	12:00 AM 12:00 AM	12:00 PM
Friday	12:00 AM	12:00 PM
Saturday	12:00 AM	12:00 PM
Sunday	12:00 AM	12:00 PM

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: 0 persons

Gross floor area of the existing building(s):

NEW CONSTRUCTION: VACANT LAND

Gross floor area of the proposed building(s):

7,692 sf

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

n/a

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

n/a

Describe Any Potential Noise Emanating From the Proposed Use:

Describe the noise levels anticipated from all mechanical equipment:

n/a

How will the noise be controlled?

n/a

Outdoor Lighting:

Type: LED lights with cutoffs

Location: On the building above each door/unit.

Off-Street Parking:

Number of spaces existing: 0

Number of spaces proposed: 10

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?

n/a → adequate street (Ballard)

Outdoor Uses:

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

n/a

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

n/a

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

n/a

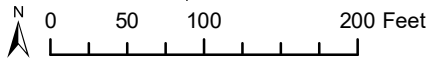
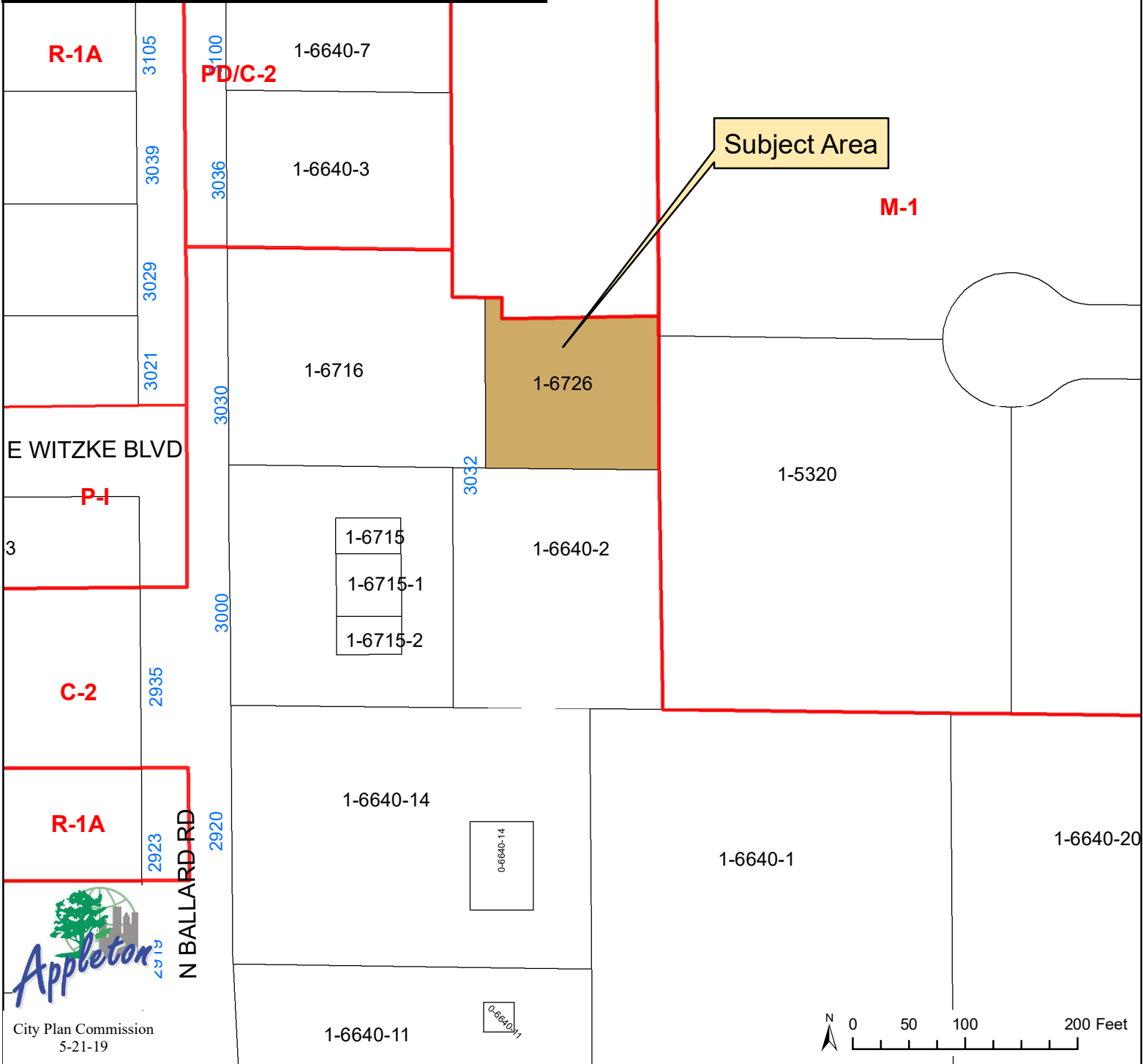
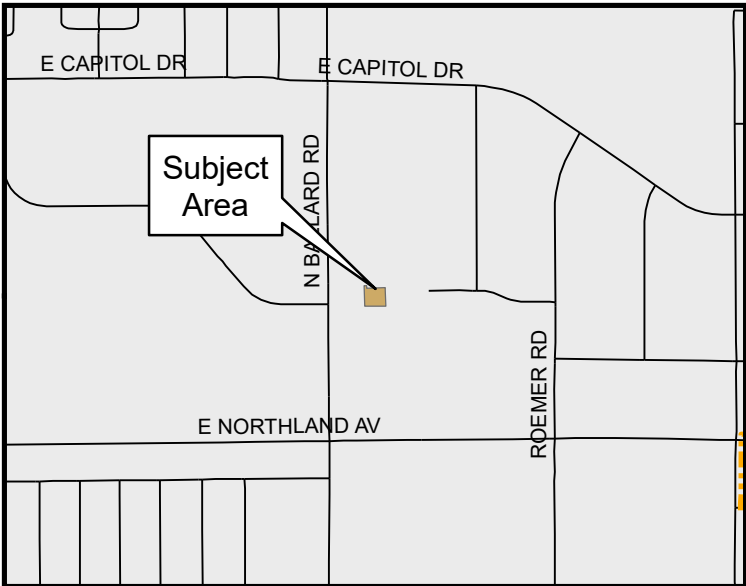
Number of Employees:

Number of existing employees: 0

Number of proposed employees: 0

Number of employees scheduled to work on the largest shift: 0

East Ballard Road
Special Use Permit #6-19
Personal Storage Facility
Zoning Map



East Ballard Road
Special Use Permit #6-19
Personal Storage Facility
Aerial Map

0-3

16

1-6715

1-6715-1

1-6715-2

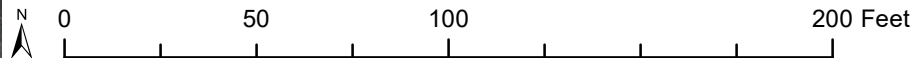
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1-6726

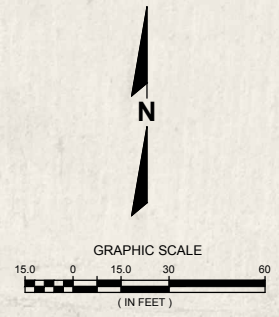
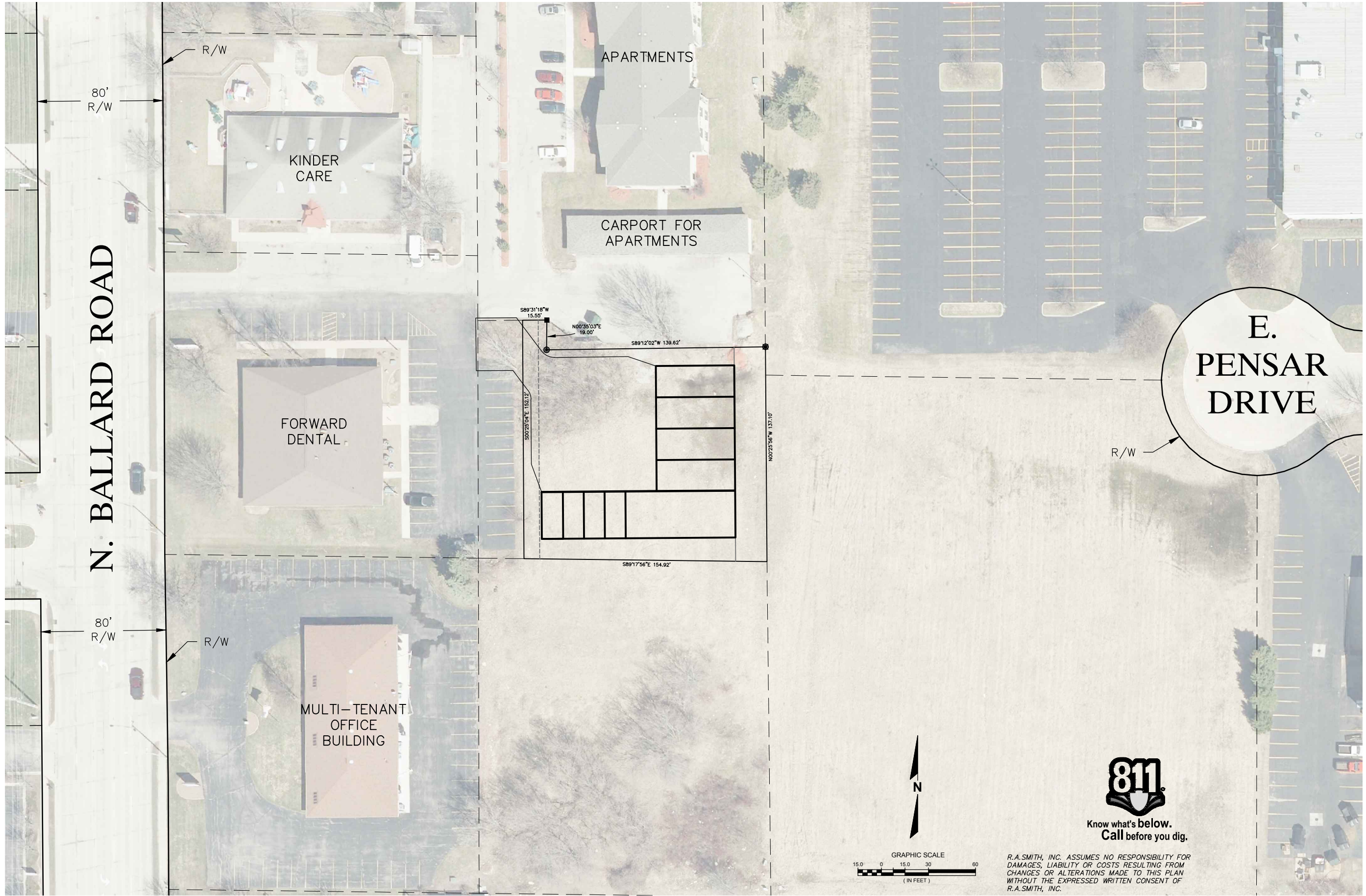
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Subject Area



N:\1190912\Overall Site Layout.dwg, Overall Site Layout, 4/24/2019 2:10:36 PM, rmm



R.A. SMITH, INC. ASSUMES NO RESPONSIBILITY FOR DAMAGES, LIABILITY OR COSTS RESULTING FROM CHANGES OR ALTERATIONS MADE TO THIS PLAN WITHOUT THE EXPRESSED WRITTEN CONSENT OF R.A. SMITH, INC.

N. BALLARD ROAD

E. PENSAR DRIVE

KINDER CARE

FORWARD DENTAL

MULTI-TENANT OFFICE BUILDING

APARTMENTS

CARPORT FOR APARTMENTS

DESCRIPTION

DATE

100 West Lawrence Street, Suite 412
 Appleton, WI 54911-5754
 (920) 731-3499
 rasmith.com



Brookfield, WI | Milwaukee, WI | Appleton, WI | Madison, WI | Cedarburg, WI
 Mount Pleasant, WI | Naperville, IL | Pittsburgh, PA | Irvine, CA

CITY OF APPLETON
 OUTAGAMIE COUNTY, WI

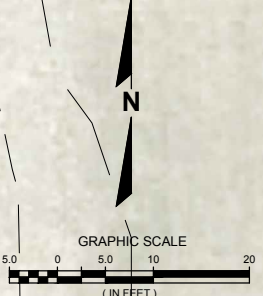
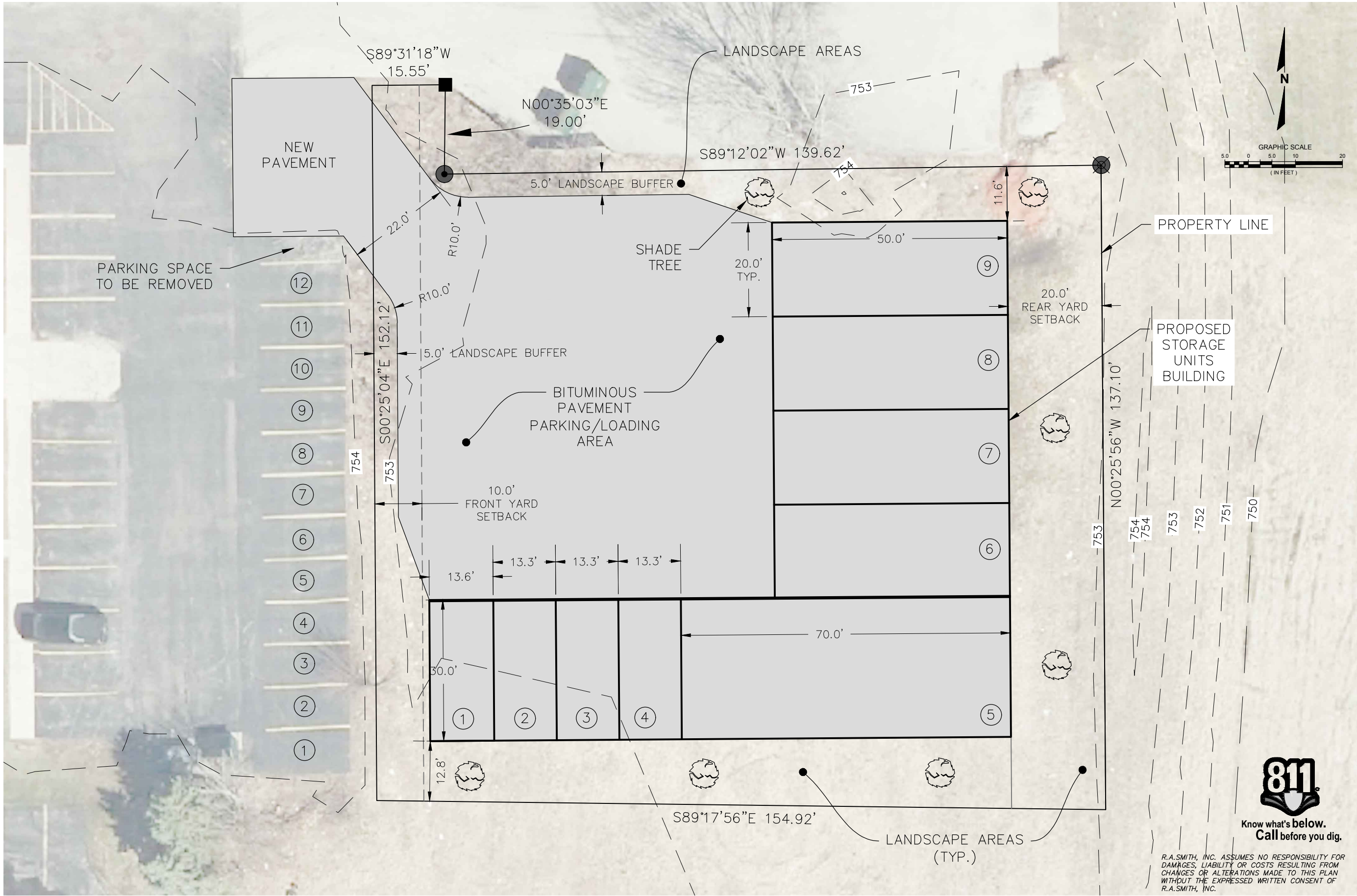
3030 BALLARD RD STORAGE UNITS
 OVERALL SITE PLAN

© COPYRIGHT 2019
 R.A. Smith, Inc.
 DATE: 4/24/2019
 SCALE: 1" = 60'
 JOB NO. 1190912
 PROJECT MANAGER:
 BRAD HARTJES, P.E.
 DESIGNED BY: RRS

CHECKED BY: BLH

SHEET NUMBER

2



DATE	DESCRIPTION

100 West Lawrence Street, Suite 412
Appleton, WI 54911-5754
(920) 731-3499
rasmith.com

raSmith
CREATIVITY BEYOND ENGINEERING

Brookfield, WI | Milwaukee, WI | Appleton, WI | Madison, WI | Cedarburg, WI
Mount Pleasant, WI | Naperville, IL | Pittsburgh, PA | Irvine, CA

CITY OF APPLETON
OUTAGAMIE COUNTY, WI

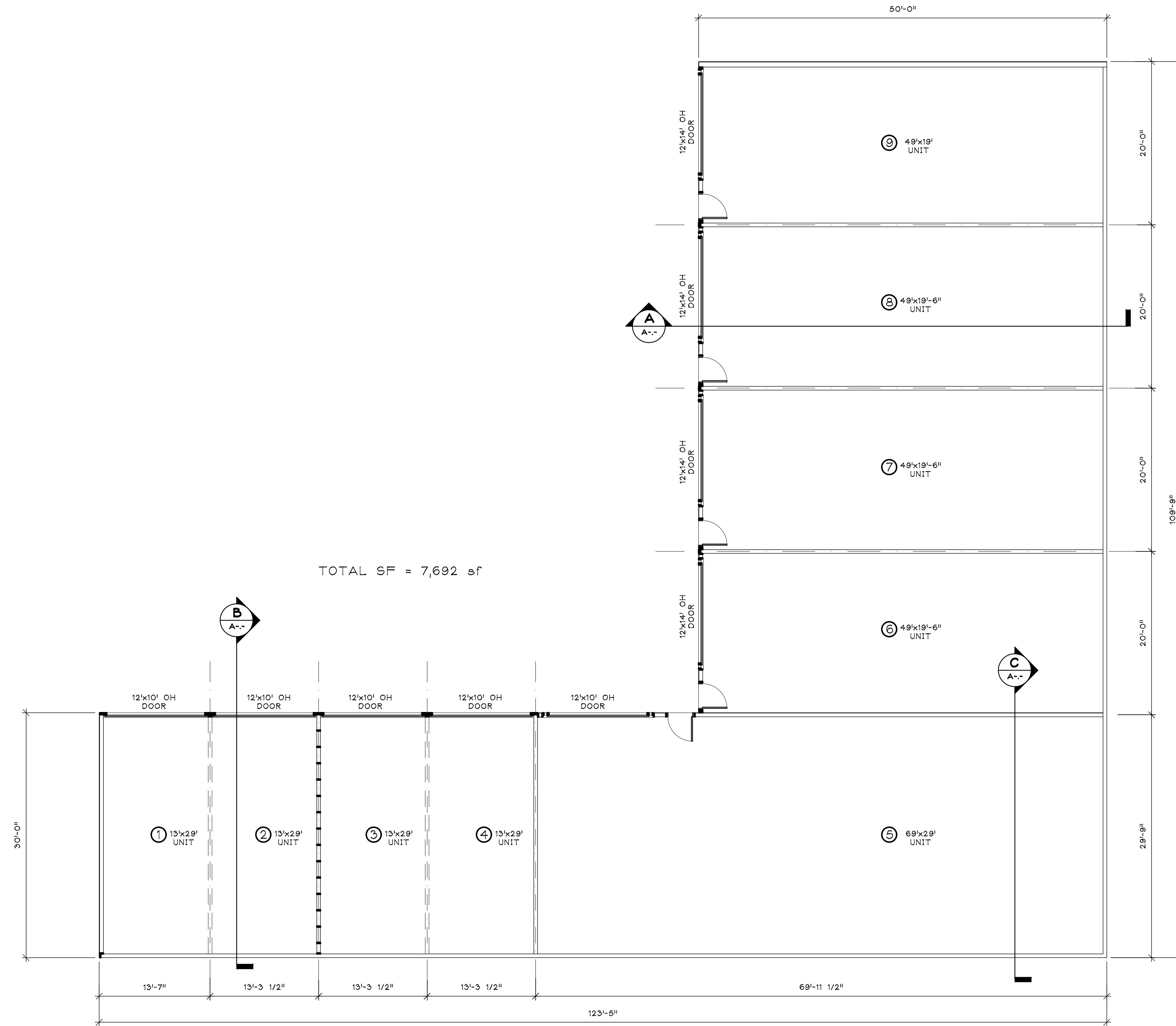
3030 BALLARD RD STORAGE UNITS
SITE PLAN

© COPYRIGHT 2019 R.A. Smith, Inc.
DATE: 4/24/2019
SCALE: 1" = 20'
JOB NO. 1190912
PROJECT MANAGER: BRAD HARTJES, P.E.
DESIGNED BY: RRS
CHECKED BY: BLH
SHEET NUMBER
1



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FLOOR PLAN
SCALE: 1/8"=1'-0"

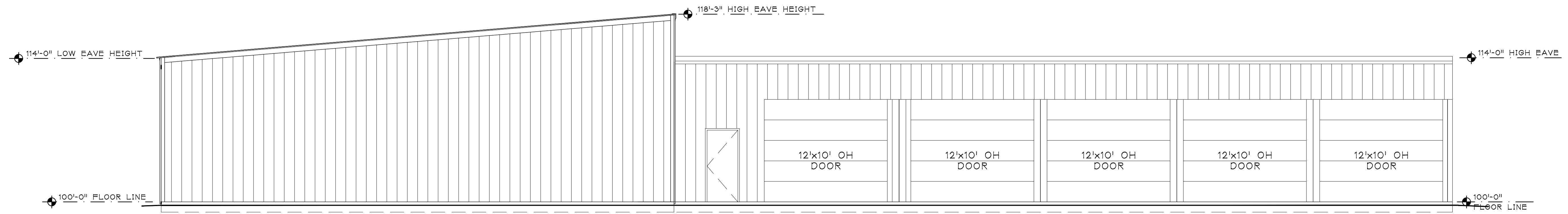


571 MARCELLA STREET
KIMBERLY, WI 54156
TELE: 920-574-2657 FAX: 920-574-2660

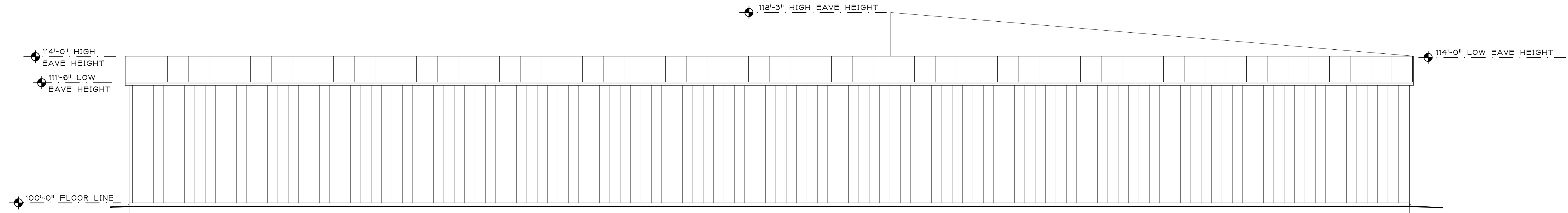
A PROPOSED NEW BUILDING FOR,
BALLARD STORAGE
APPLETON, WISCONSIN

DATE: APRIL 16, 2019
ARCH. K. SPERL
D. BY: _____
JOB: _____
REV. _____

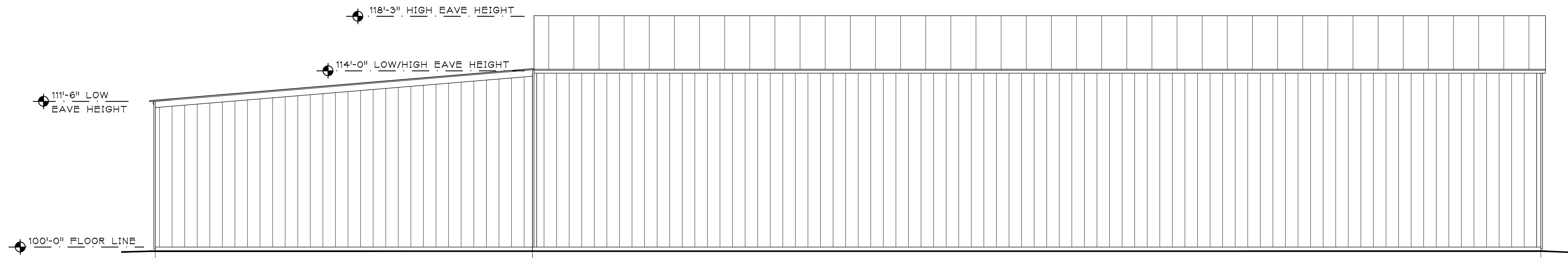
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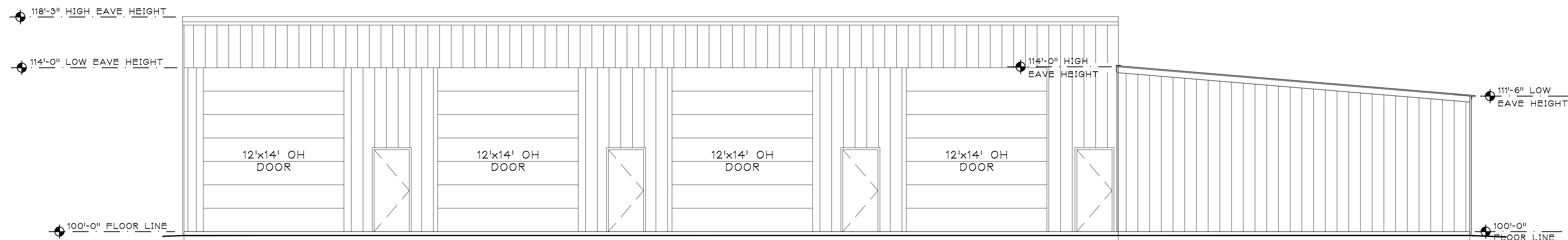
NORTH ELEVATION
SCALE: 3/16"=1'-0"



SOUTH ELEVATION
SCALE: 3/16"=1'-0"



EAST ELEVATION
SCALE: 3/16"=1'-0"



WEST ELEVATION
SCALE: 3/32"=1'-0"



571 MARCELLA STREET
KIMBERLY, WI 54156
TELE: 920-574-2657 FAX: 920-574-2660

A PROPOSED NEW BUILDING FOR,
BALLARD STORAGE
APPLETON, WISCONSIN

DATE: APRIL 16, 2019
ARCH. K. SPERL
D. BY: _____
JOB: _____
REV. _____

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