



REPORT TO CITY PLAN COMMISSION

Plan Commission Public Hearing Date: December 12, 2016

Common Council Meeting Date: December 21, 2016

Item: Special Use Permit #8-16 for a parking lot in the CBD Central Business District

Case Manager: David Kress

GENERAL INFORMATION

Owner/Applicant: Outagamie County c/o Kara Homan

Address/Parcel #: 227 South Walnut Street (Tax Id #31-3-0851-00)

Petitioner's Request: The applicant is requesting a Special Use Permit for a parking lot in the CBD Central Business District.

BACKGROUND

The applicant's 0.5-acre site is located at the northwest corner of South Walnut Street and West Eighth Street. The existing office building was constructed in 1974 and was previously occupied by the Fox Cities Chamber of Commerce. In 2003, a house was razed and Site Plan #03-20 was approved for a parking lot expansion on the north end of the site (formerly parcel #31-3-0850-00). Outagamie County has owned and utilized the property since 2005. As part of a Zoning Map correction/adjustment for numerous properties throughout the City, Common Council approved Rezoning #17-08 on January 7, 2009, which rezoned the subject property from C-2 General Commercial District to CBD Central Business District.

STAFF ANALYSIS

Project Summary: The applicant proposes to raze the existing office building and establish a standalone parking lot on the subject site. It is anticipated that the existing off-street parking lot (currently an accessory structure incidental to the principal building) would remain and approximately 14 additional parking spaces would be created after the building is razed, as shown on the attached development plan. The proposed parking lot expansion is part of Outagamie County's downtown campus building addition/renovation project and is expected to replace some of the parking spaces to be lost through the broader project. The parking lot would be primarily used for County employee parking.

Existing Site Conditions: The site is currently developed with an office building, which is approximately 7,600 square feet in size (including lower level). The site also includes an off-street parking lot with approximately 34 existing parking spaces. Access is provided by curb cuts on South Walnut Street and West Eighth Street.

Zoning Ordinance Requirements: The subject property has a zoning designation of CBD Central Business District. Per Section 23-114(e) of the Municipal Code, a standalone parking lot requires a Special Use Permit in the CBD District. The definition of off-street parking lot, per the Zoning

Special Use Permit #8-16
December 12, 2016
Page 2

Ordinance, means a structure and use involving an open, hard surfaced area which contains off-street parking spaces, parking aisles and driveways for the maneuvering and parking of motor vehicles which is not located in a street or alley right-of-way. In order to permit a parking lot, 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.

Based on the attached development plan, the expanded portion of the proposed parking lot appears to provide a perimeter landscape buffer as required by Section 23-172(g) of the Municipal Code. Ultimately, Site Plan review and approval is required, pursuant to Section 23-570 of the Municipal Code, prior to the issuance of a paving permit by the Inspections Division.

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 (north, south, east, and west). The uses are generally commercial and institutional in nature.

North: CBD Central Business District. The adjacent land uses to the north are currently a mix of commercial uses.

South: R-2 Two-Family District. The adjacent land uses to the south are currently a mix of single-family and two-family residential.

East: CBD Central Business District. The adjacent land uses to the east are currently a mix of institutional uses, including the Appleton Police Department.

West: CBD Central Business District. The adjacent land uses to the west are currently a mix of commercial uses.

Appleton Comprehensive Plan 2010-2030: Community and Economic Development staff has reviewed this proposal and determined it is compatible with the Central Business District use shown on the City's *Comprehensive Plan 2010-2030* Future Land Use Map. Listed below are related excerpts from the City's *Comprehensive Plan 2010-2030*.

OBJECTIVE 9.3 Economic Development:

Ensure the continued vitality of downtown and the City's neighborhood commercial districts.

OBJECTIVE 10.2 Land Use:

Encourage redevelopment to meet the demand for a significant share of future growth, and to enhance the quality of existing neighborhoods.

Chapter 14 Downtown Plan, Initiative 4 Business and Office Development:

Strategy 4.7 – Maintain an environment favorable to large businesses in the downtown.

Maintain regular communication with the downtown's larger employers and respond to their needs to remain and expand in the downtown.

Special Use Permit #8-16
December 12, 2016
Page 3

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 November 22, 2016 Technical Review Group meeting.

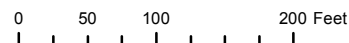
- Inspections Division Comments: A paving permit will be required.

Written Public Comments: Staff has not received any questions, concerns, or comments from the surrounding neighborhood. A neighborhood meeting was held on November 3, 2016 by the owner/applicant.

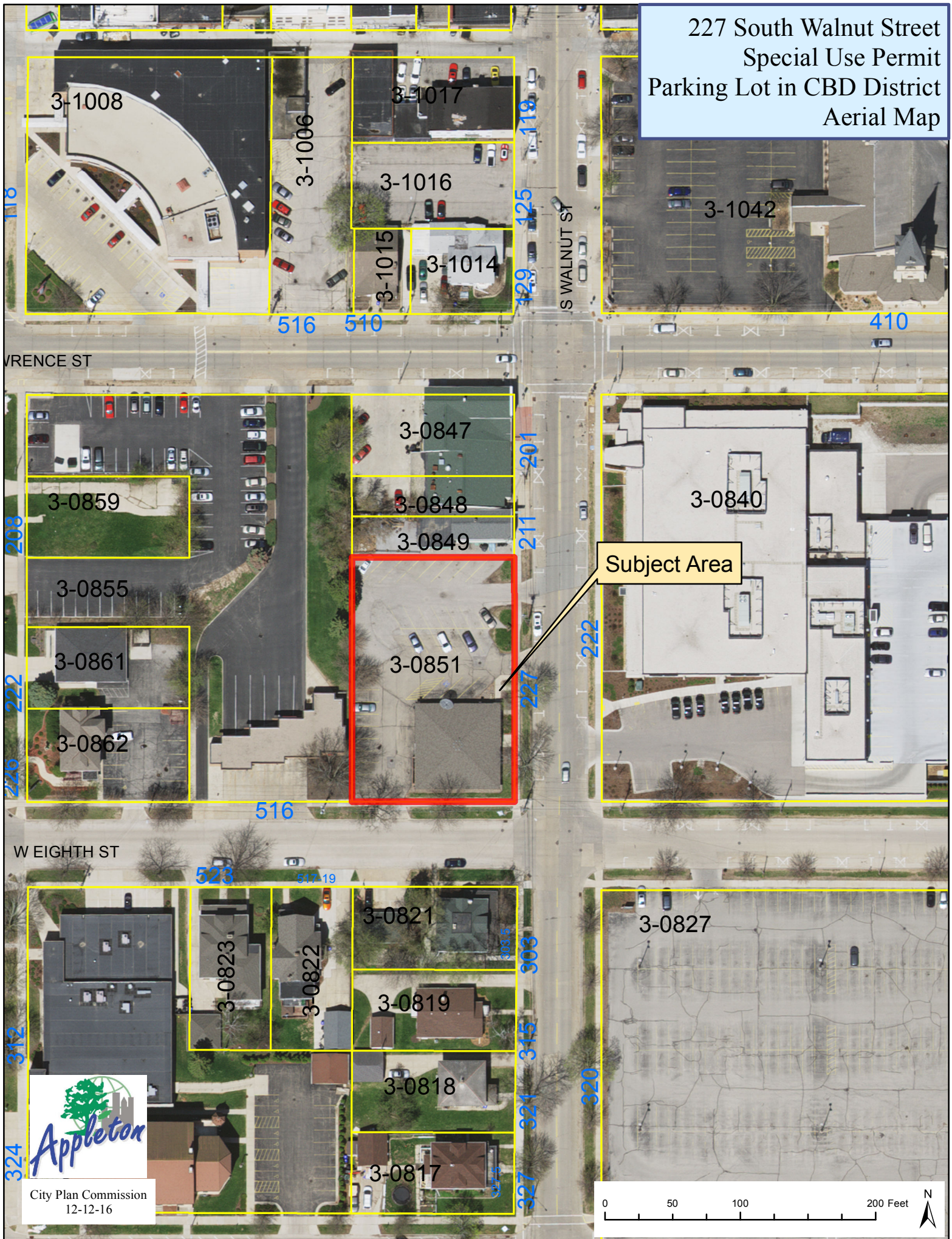
RECOMMENDATION

Staff recommends, based on the above, that Special Use Permit #8-16 for a parking lot at 227 South Walnut Street (Tax Id #31-3-0851-00), as shown on the attached maps and per attached plan of operation, **BE APPROVED** to run with the land, subject to the following conditions:

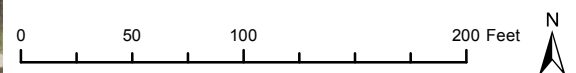
1. All applicable codes, ordinances, and regulations, including but not limited to Fire and Building Codes, shall be complied with.
2. Any deviations from the approved development plan or plan of operation may require a major or minor amendment request to this Special Use Permit, pursuant to Section 23-66(g) of the Municipal Code. Exact configuration of striping for parking spaces may vary and will be reviewed as part of the Site Plan review process.
3. Site Plan review and approval is required for the parking lot expansion, pursuant to Section 23-570 of the Municipal Code, prior to the issuance of a paving permit by the Inspections Division.
4. The Special Use Permit shall be deemed null and void if a building permit has not been obtained or the use has not been established within twelve (12) months after Common Council approval, pursuant to Section 23-66(f)(3) of the Municipal Code.

Subject
Area

227 South Walnut Street
Special Use Permit
Parking Lot in CBD District
Aerial Map





City Plan Commission
12-12-16





Mapped Features

-  Parking Stall Lines
-  Parcels



0 30
Feet

Source: Outagamie County, 2014-16

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



McMAHON
ENGINEERS ARCHITECTS

FIGURE 1
227 WALNUT STREET
OUTAGAMIE COUNTY
SPECIAL USE PERMIT
CITY OF APPLETON
OUTAGAMIE COUNTY, WISCONSIN

REVISED

PLAN OF OPERATION AND LOCATIONAL INFORMATION

Business Information:

Name of business: Outagamie County

Years in operation: since 1851

Type of proposed establishment (detailed explanation of business):

Outagamie County proposes to use the 227 Walnut Street property for exclusive surface parking. Parking is proposed to be expanded into the area where the existing building will be razed, as part of our Downtown Campus Expansion/Renovation project
(See attached project overview which provides additional context for this project sub-component).

Proposed Hours of Operation:

Day	From	To
Week Day	24/7 (primarily from 6:30am	to 6pm)
Friday	24/7 (primarily from 6:30am	to 6pm)
Saturday	24/7 (limited usage	on the weekends)
Sunday	24/7 (limited usage	on the weekends)

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):

appx 7600 sq ft (first floor and basement)

Gross floor area of the proposed building(s):

0 sq ft (no building to remain)

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:

The site is proposed for general county parking (most likely parking for employee-owned vehicles). The only odors will be standard to a parking lot (exhaust from motor vehicles).

Describe Any Potential Noise Emanating From the Proposed Use:

Describe the noise levels anticipated from all mechanical equipment:

Noise emanated will be typical noise generated from standard motor vehicles (cars, suvs, pickup trucks).

How will the noise be controlled?

The noise levels will be minimal, and only be created when vehicles are entering or leaving the parking lot. We don't anticipate any need to control the noise of parking.

Outdoor Lighting:

Type: Currently one pole lite and building mounted fixture illuminate parking; All new lighting will comply with City Site Plan Requirements

Location: All new lighting will be installed in accordance with city Site Plan Requirements

Off-Street Parking:

Number of spaces existing: 34

Number of spaces proposed: at least 48 depending on final layout

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?

No street improvements, such as turning lanes, will be required. We anticipate this will be primarily used for employee parking, which does not generate a lot of traffic beyond when employees park in the morning and leave in the evening.

Outdoor Uses:

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

No outdoor storage proposed.

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: 19 on-site

Number of proposed employees: 0 on-site

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

* we anticipate full utilization of this parking lot to accommodate county employee parking Monday through Friday during our dayshift (8am to 4:30 pm labor day through memorial day; 7am to 3:30 pm memorial day through labor day).



Planning and Zoning Administration

410 S. Walnut St. | Appleton, WI 54911

Administration Building, 3rd Floor

Phone: 920-832-5255 | Fax: 920-832-4770

www.outagamie.org

November 11, 2016

RE: Supplemental Info for Special Use Permit Request for 227 Walnut St

Special Use Permit Request Details in the Context of our overall Downtown Campus

Our Special Use Permit request to allow for exclusive parking on the 227 Walnut St parcel is part of a bigger master plan for our Downtown Addition/Renovation Project (see attached concept map). Although we anticipate netting at least 14 stalls on-site by creating additional parking where our current building on the site will be razed, we also anticipate losing a substantial number of stalls in our existing "North Lot" (between the Justice Center and our Administrative Complex), when our building addition is completed. In all, previous estimates have us reducing the number of surface parking stalls within our Downtown Campus parking lot portfolio by somewhere around +/- 70 (McMahon Associates pre-design study; June 2016). We are partnering with the City of Appleton to utilize nearby city ramps for provision of select employee parking during and after construction, as well as select visitors (such as during jury selection). Please note the proposed parking lot expansion on this site, if approved, will be designed and constructed in accordance with City of Appleton zoning/site plan regulations. More details of the overall project are below and attached.

Downtown Project Overview Project Overview:

Our Downtown Campus building addition/renovation project is designed to enhance overall campus security, provide better customer/client service, improve wayfinding, and accommodate recent and projected growth in our Health & Human Services and justice-related departments.

Highlights of our project include:

- A 3-story building addition connecting our Justice Center with our Administration Complex, to be situated on the southeast corner of our North Parking Lot. All improvements will occur on existing county-owned property – conceptual "Master Plan" map attached.
- Improved campus parking management that utilizes the City of Appleton's Green and Red ramps for select employees and visitors during and after our construction period – conceptual "Parking Strategy" map attached.
- Construction is anticipated to commence late spring/early summer of 2017.

We look forward to providing additional design details to the City and neighborhood as our design process proceeds, and to our continued presence and investment in Downtown Appleton!

Sincerely,

Kara Homan, AICP

County Planning Director

RECEIVED

NOV 11 2016

CITY OF APPLETON
COMMUNITY/ECON DEVELOPMENT

NO.	DATE	DESCRIPTION
1	10/15/18	PRELIMINARY
2	11/15/18	REVISION
3	12/15/18	REVISION
4	01/15/19	REVISION
5	02/15/19	REVISION
6	03/15/19	REVISION
7	04/15/19	REVISION
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100	01/15/27	REVISION

INTERIOR REMODELING FOR:
 OUTAGAMIE COUNTY APPLETON
 PARKING STRATEGY PLAN

AS-09
 PROJECT NO.
 DATE
 DRAWN BY
 CHECKED BY
 SCALE

DRAFT



PARKING STRATEGY PLAN
 1/18/24

