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MEMORANDUM

TO: Plan Commission
Village of Union Grove

Copies to: Michael Hawes, Village Administrator
Rebecca Wallendal, Village Clerk
Gary Vogel, P.E., Village Engineer
Kirk Vogt (Owner), 840 Commerce Drive, Union Grove, WI 53182

FROM: GRAEF
Craig Huebner, AICP, Village Planning Consultant

DATE: April 2, 2021

SUBJECT: Review of the following:

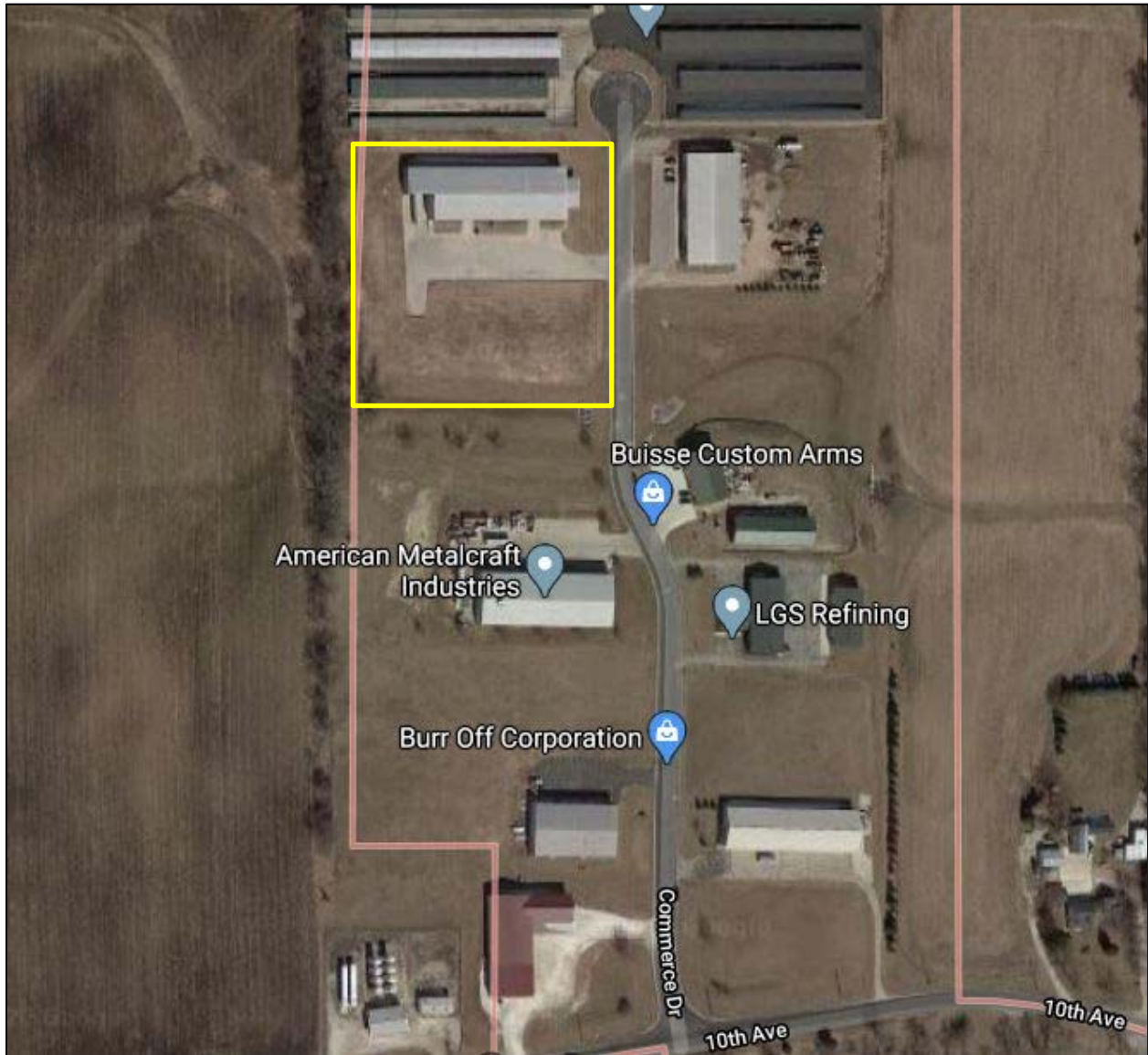
- 1) The request of Kirk Vogt, Veeco Inc (Owner) for a Conditional Use Permit on tax parcel # 186-03-21-30-019-020, Village of Union Grove, WI, to construct a second principal structure (10,500 SF) for a separate warehousing business operation (Bulk Systems) at the property located at 840 Commerce Drive.

I. BACKGROUND

The Applicant has submitted an application for a conditional use permit for the property located at 840 Commerce Drive. The property is currently owned by Kirk Vogt and is home to the existing business, Veeco Inc. The property is approximately 3.3 acres in size and has frontage along Commerce Drive. There is one existing structure (approximately 18,400 square feet) on the property that is proposed to remain as part of site development plans. The proposed use is an additional principal structure that would be leased by the owner to a separate business operation, Bulk Systems. The proposed structure is approximately 60'x160' with a 30'x30' loading dock area. The new building will include approximately 10,500 square feet of warehouse space. The expansion will also include newly paved areas for parking and loading.

It is the understanding of GRAEF that reviews and comments on all engineering-related aspects of the proposed conditional use permit are to be accomplished by the Village Engineer. Therefore, GRAEF defers all engineering-related review and comment to the Village Engineer.

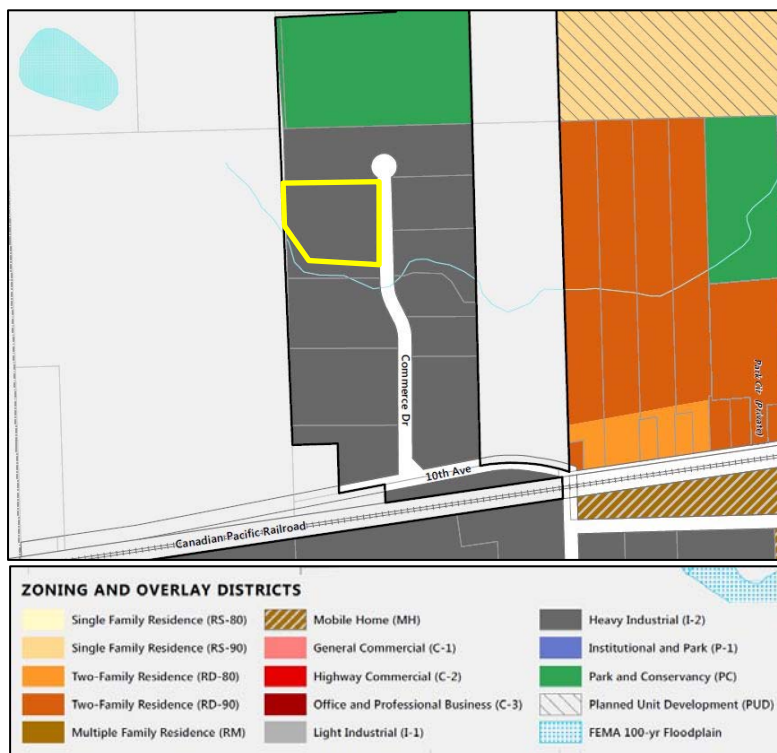
It is the understanding of GRAEF that reviews and comments on all legal language and legal documents of the proposed conditional use permit are to be accomplished by the Village Attorney. Therefore, GRAEF defers all legal-related review and comment to the Village Attorney.



II. EXISTING ZONING

The Subject Property is currently zoned Heavy Industrial (I-2). Adjacent zoning is all Heavy Industrial as well. The proposed office use along with metal fabrication is identified as a “conditional use” within the I-2 district.

Figure 2: Existing Zoning Map



III. COMPLIANCE WITH VILLAGE OF UNION GROVE ZONING REQUIREMENTS

The proposed site development was reviewed to ensure compliance with zoning requirements.

- a. Use:
 - Section 118-520(B)(23) of the Code of Ordinances for the Village of Union Grove lists the following conditional use in the I-2 Heavy Industrial District
 - (1) (23) Multiple principal structures on one parcel.

- b. I-2 Heavy Industrial Zoning District (Sec. 118-522):
 - (1) Minimum Lot Width: 150' minimum (approx. 370' proposed)
 - (2) Minimum Side Yard: 15' minimum (61' proposed)
 - (3) Minimum Street Yard: 25' minimum (40' proposed)
 - (4) Minimum Rear Yard: 25' minimum (100' proposed)
 - (5) Max Building Height: 45' maximum (approx. 34' proposed)

- c. Sec. 118-1028. Minimum number of off-street parking spaces required for the existing and proposed uses (office and warehouse) is 58 spaces. The Applicant has identified 36 existing spaces on site with no plans for additional spaces.
 - (1) 58 spaces required per code
 - i. 10,500 SF proposed warehouse: 1 parking space/500sf required for warehouse = 21 required
 - ii. Existing building is 18,400 SF; 1 parking space/500sf required for warehouse= 36.8 required

 - (2) In an email dated March 11, 2021, the Applicant referenced the following related to parking needs:
 - i. Hours of operation: One shift five days a week. 8 AM to 5 PM.
 - ii. Will you have customers visiting?: Most sales are conducted online or on the phone. But there are occasions where in person visits or sales may happen.
 - iii. Number of employees and shifts: Currently Bulk Systems has 4 employees that work one shift.

 - (3) Plan Commission has authority to allow less parking than required by code if sufficient evidence is provided that a reduction would not cause an adverse impact to surrounding properties. **Therefore, the Plan Commission shall review and make a decision as to the number of parking stalls to require on the Site Plan.**

IV. CONDITIONAL USE STANDARDS

- a. Section 118-885 of the Union Grove Zoning Code includes the standards for review that the Plan Commission shall be guided by for Conditional Uses. They include the following:
 - (1) *All conditional uses must be in accordance with the purpose and intent of this chapter and shall not be hazardous, harmful, offensive, or otherwise adverse to the environmental quality, water quality, shoreland cover, or property values in the village.*

- (2) *A review of the site, existing and proposed structures, architectural plans, neighboring land and water uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, waste disposal, water supply systems, and the effect of the proposed use, structure, operation, and improvement upon flood damage protection, water quality, shoreland cover, natural beauty, and wildlife habitat.*
- (3) *Conditions, such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, location, size and number of signs, water supply and waste disposal systems, higher performance standards, street dedication, certified survey maps, floodproofing, ground cover, diversions, silting basins, terraces, stream bank protection, planting screens, operational control, hours of operations, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or additional parking may be required by the plan commission upon its finding that these are necessary to fulfill the purpose and intent of this chapter and the State Water Resources Act of 1965 and to meet the provisions of state's floodplain, shoreland and wetland management programs.*
- (4) *Compliance with all other sections of this chapter, such as lot width and area, yards, height, parking, loading, traffic, highway access and performance standards, shall be required of all conditional uses.*

b. The Village Planner recommends the following conditions be added as part of the conditional approval.

- (1) **All storage of vehicles and business operation shall be conducted within property boundaries. No business operation or extended parking of vehicles is permitted on Commerce Drive.**
- (2) **Applicant shall submit to the Village Planner a Landscape Plan, which shall be subject to the review of the Village Planner, and this conditional use approval shall not be effective unless and until it is approved by the Village Planner in writing.**

Figure 3: Site Plan

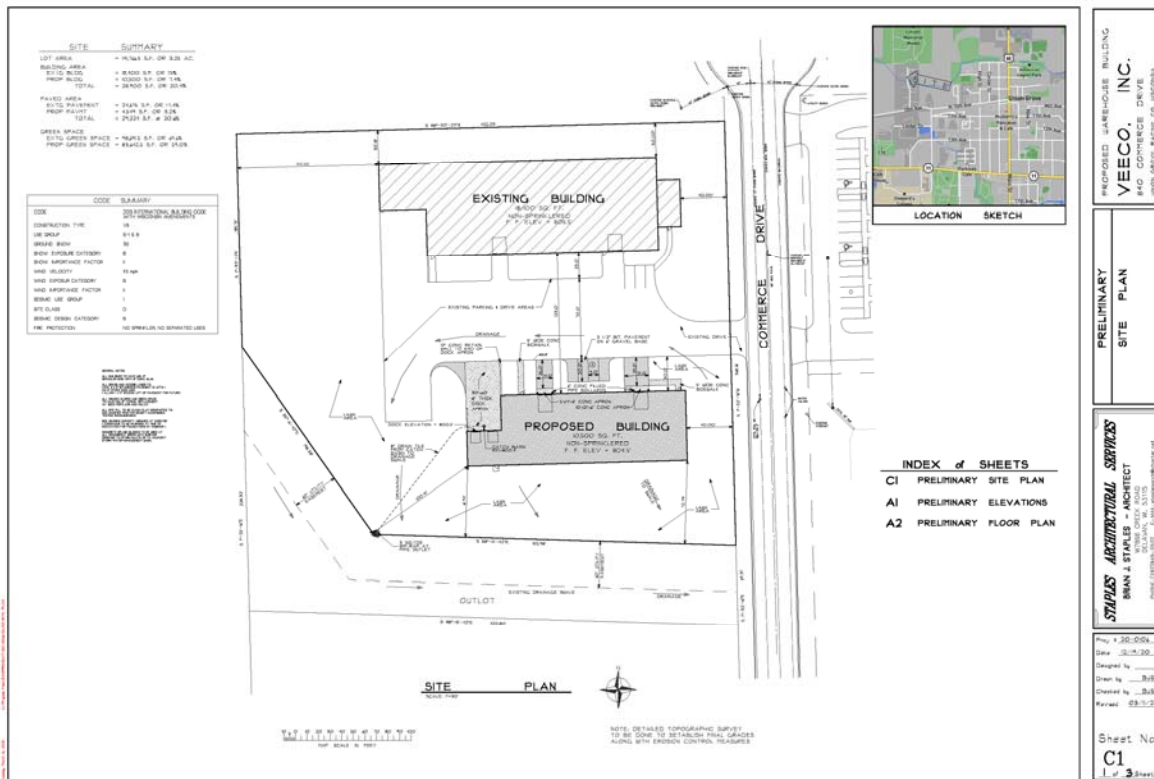
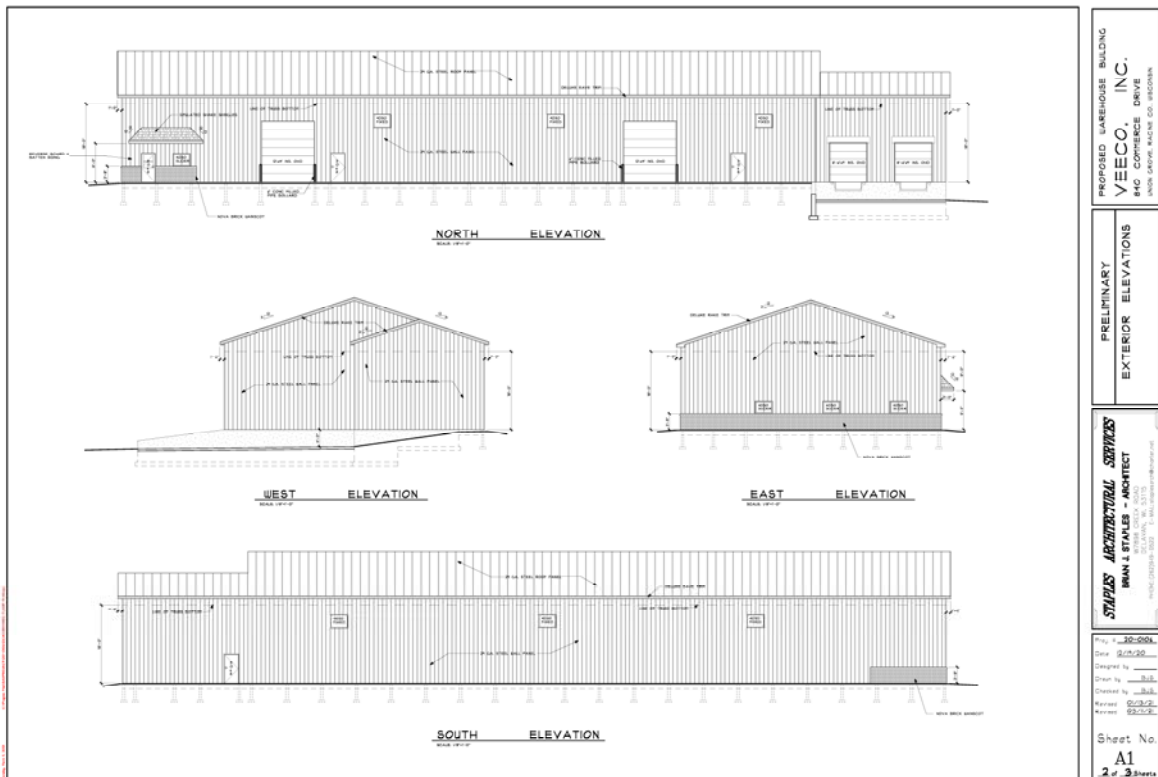


Figure 4: Building Elevations



V. RECOMMENDATIONS

Based upon the review of submitted materials, GRAEF recommends the **CONDITIONAL APPROVAL** of the following:

- a. The request of Kirk Vogt, Veeco Inc (Owner) for a Conditional Use Permit on tax parcel #186-03-21-30-019-020, Village of Union Grove, WI, to construct a second principal structure (10,500 SF) for a separate warehousing business operation (Bulk Systems) at the property located at 840 Commerce Drive, subject to the following:

(1) All storage of vehicles and business operation shall be conducted within property boundaries. No business operation or extended parking of vehicles is permitted on Commerce Drive.

- (2) Applicant shall submit to the Village Planner a Landscape Plan, which shall be subject to the review of the Village Planner, and this conditional use approval shall not be effective unless and until it is approved by the Village Planner in writing.
- (3) The Conditional Use Approval (including Site Plan/Plan of Operation approval) is limited to the Applicant, for the uses described in the Applicant's Application for Conditional Use Permit.
- (4) The conditional use permit shall terminate and automatically be revoked when the property has a change of ownership. A conditional use permit cannot be transferred without reapproval from the Village of Union Grove;
- (5) All necessary local and state permits must be obtained prior to any site work commencement;
- (6) Fire Alarm and/or Sprinkler Plan Review. If this approval is for an activity that requires fire alarm and/or sprinkler system plan review, written confirmation shall be provided to the Village Administrator by Fire Safety Consultants, Inc. stating that the applicant and/or agent has submitted acceptable fire alarm and/or sprinkler system plans to Fire Safety Consultants, Inc. for review pursuant to Chapter 46 of the Village of Union Grove Municipal Code. No building or zoning permit shall be issued for this activity until such time as said confirmation is provided. For the purposes of this condition, the term "building permit" shall mean any permit including, but not limited to, site preparation, building, electrical, plumbing, HVAC, and erosion permits. The applicant must first obtain Fire Safety Consultants, Inc. fire alarm and/or sprinkler system plan approval prior to submitting those plans to the State of Wisconsin for state review. Failure to abide by any part of this condition shall not constitute a basis for an appeal to the Village Board of any sprinkler system and/or fire alarm requirements contained within Chapter 46 of the Village of Union Grove Municipal Code. The building inspector may issue a stop work order if, in his/her opinion, construction cannot proceed any further without impeding the installation of the required fire alarm and/or sprinkler systems.
- (7) The applicant shall address any other issues which are raised by any approving or objecting authority, which the Village Plan Commission and/or Village Board deem necessary for the applicant to address in the application materials, and which have been made, or may be made, by the Village Administrator, Village Attorney, Village Engineer, and Village Planner.