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## MEMORANDUM

**TO:** Plan Commission  
Village of Union Grove

Copies to: Michael Hawes, Village Administrator  
Bradley Calder, Village Clerk  
Gary Vogel, P.E., Village Engineer  
Ken Neubauer (Owner), 910 Commerce Drive, Union Grove, WI 53182

**FROM:** GRAEF  
Craig Huebner, AICP, Village Planning Consultant

**DATE:** May 26, 2020

**SUBJECT:** Review of the following:

- 1) The request of Ken Neubauer, NT Properties LLC, (Applicant) for a Conditional Use Permit on tax parcel # 186-03-21-30-019-024, Village of Union Grove, WI, to construct an additional 60'x180' building and 25'x100' loading for the operation of a metal fabrication/ welding/ machine shop at the property located at 910 Commerce Drive.

### I. BACKGROUND

The Applicant has submitted an application for a conditional use permit for the property located at 910 Commerce Drive. The property is currently owned by Ken Neubauer and is home to the existing business, American Metalcraft Industries. The property is approximately 3.3 acres in size and has frontage along Commerce Drive. There is one existing structure (approximately 16,000 square feet) on the property that is proposed to remain as part of site development plans. The proposed use is an expansion of the business operation to include a new 60'x80' building with attached 25'x100' loading area. The new building will include approximately 4,800 square feet of office space (main level and mezzanine), 8,400 square feet of warehouse/production space, and 2,500 square feet of loading area. The expansion will also include newly paved areas for parking, loading, and an additional access point to Commerce Drive.

*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.*

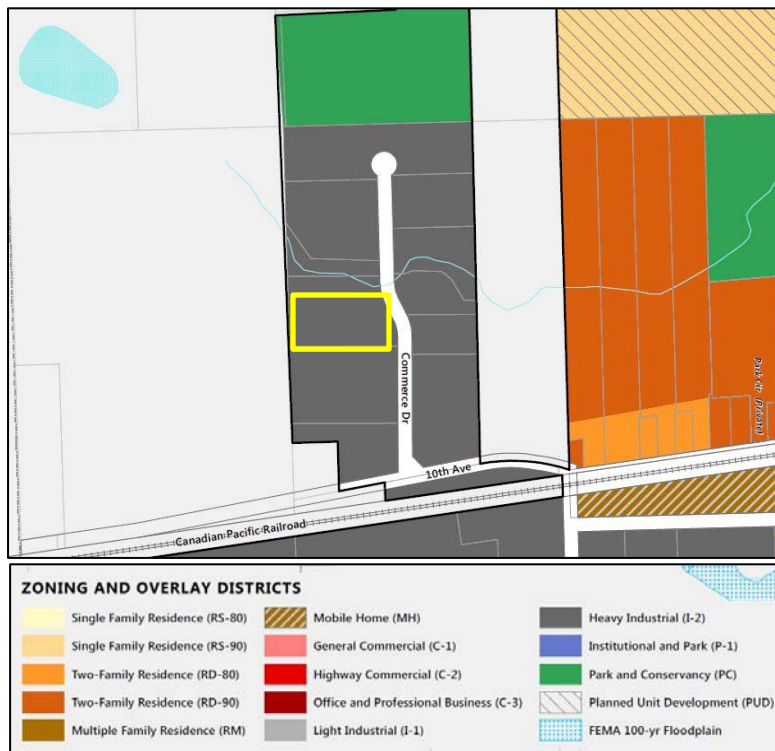
**Figure 1: Project Site**



## 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. I-2 Heavy Industrial Zoning District (Sec. 118-522) (NOTE: ordinance amendment to include the below building setbacks):
  - (1) Minimum Lot Width: 150' minimum (approx. 314' proposed)
  - (2) Minimum Side Yard: 15' minimum (36' proposed)
  - (3) Minimum Street Yard: 25' minimum (30' proposed)
  - (4) Minimum Rear Yard: 25' minimum (212' proposed)
  - (5) Max Building Height: 45' maximum (approx. 25' proposed)

- b. Sec. 118-521. Outdoor storage area for raw materials or finished products, or construction vehicle storage shall be enclosed by a suitable screening fence. All such uses are subject to the approval of the plan commission, after public hearing, as to location and operation. Such uses shall not impair an adequate supply of light and air to adjacent property or substantially increase the danger of fire or traffic congestion or otherwise endanger the public health or safety or substantially diminish or impair property values within the neighborhood.

(1) In an email dated May 21, 2020, the Applicant referenced the following regarding storage: “Occasionally, new construction should be able to house raw materials and in process parts that are outside now. I do have some equipment that is currently up for sale that was part of a professional Snowmobile Racing team contracted through BRP/Ski-Doo. We do have some other support trailers that are stored mostly offsite but occasionally brought in as needed for work support. We also have some customer items in the lot that are being reviewed to see what they want to do with them.”

**(2) Plan Commission shall direct Applicant to any storage conditions (screening, duration of storage, type of storage) as part of CUP approval, if deemed appropriate.**

- c. Sec. 118-1028. Minimum number of off-street parking spaces required for the proposed use (office and warehouse) is 53 spaces. The Applicant has proposed 33 spaces.

- (1) 53 spaces required per code
  - i. 60’x40’ office; 2400sf; 1 parking space/360sf required for office = 6.6 required
  - ii. 60’x40’ mezzanine; 2400 sf; 1 parking space/360sf required for office = 6.6 required
  - iii. 60’x140’ warehouse/production; 8400 sf; 1 parking space/500sf required for warehouse = 16.8 required
  - iv. Existing 80’x200’ building; 16000sf; 1 parking space/500sf required for warehouse= 32 required

(2) In an email dated May 21, 2020, the Applicant referenced the following regarding parking:

- i. Please review attached file on the parking spaces that are planned. (minimum of 33 planned) Approximately 10 parking spots were removed for additional greenspace recommended for water runoff control.
- ii. Currently have 19 total employees.
- iii. Currently have 6 office employees that are here for the 7-5 shift (6-7 people)
- iv. Mezzanine is for project documents that need to be stored until after warranty period is up. No additional employees will be using the space.

- v. For the rest of the building we will have 3-4 people for machine assembly, 1 employee for Polishing and Finishing, 2 in end bay for machine shop area. Some of these employees float between sections as needed. (7 people)
- vi. Existing [building] houses mostly production equipment which leaves me limited floor space for assembly. We have machines that are built that take up a 28 foot long by 16 foot wide area. These are built usually in sets of 2 to 4 at a time. A large portion of floor space is production equipment. (currently have 12 employees floating between 3 and 5 with the last 4 hour until nine reserved for long items on the production machines.

(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.*

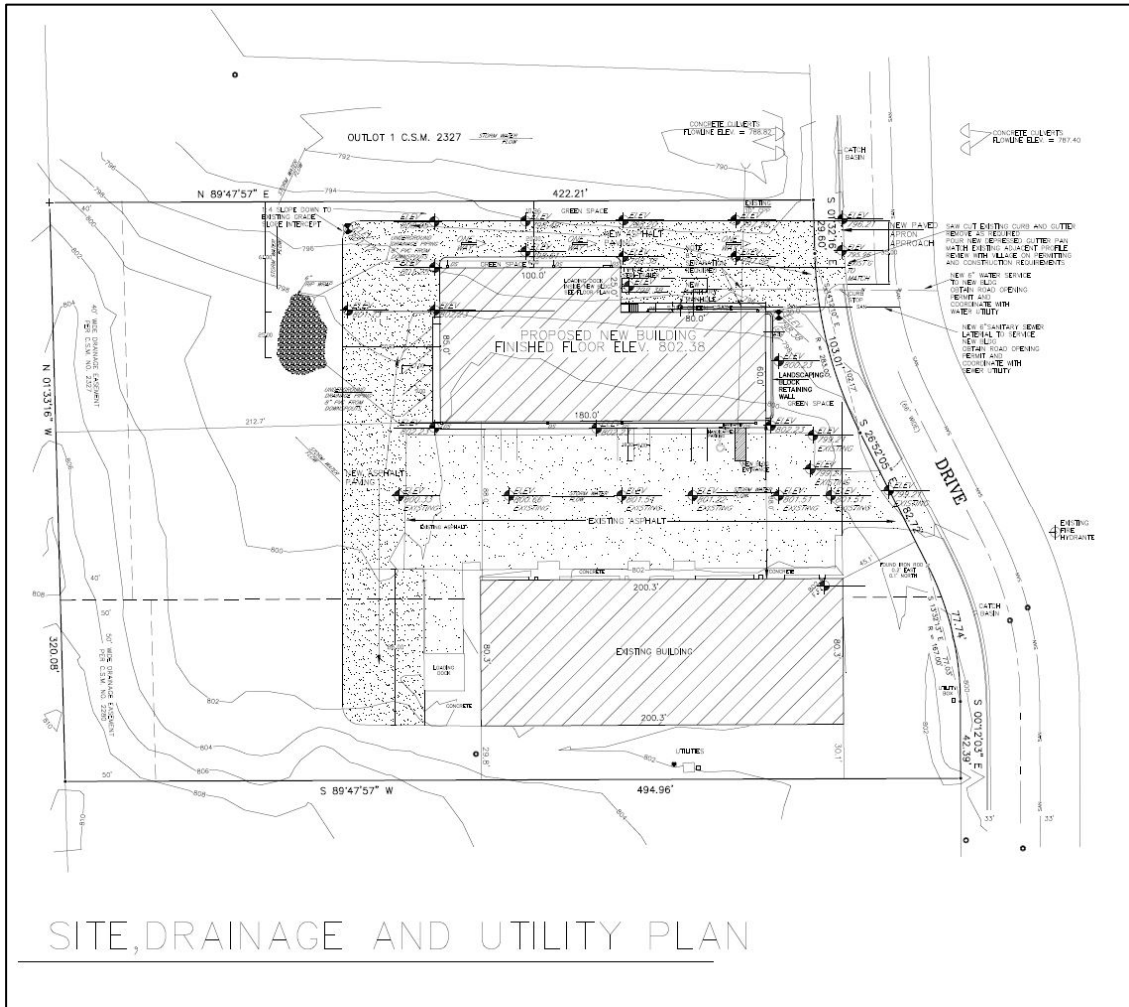
*(4) Compliance with all other sections of this chapter, such as lot width and area, yards, height, parking, loading, traffic, highway access and performance standards, shall be required of all conditional uses.*

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

**(1) Adequate loading areas shall be provided so that all vehicles loading, maneuvering, or unloading are completely off the public ways and so that all vehicles need not back onto any public way.**

**(2) 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.**

**Figure 3: Site Plan**



**V. RECOMMENDATIONS**

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

- a. The request of Ken Neubauer, NT Properties LLC, (Applicant) for a Conditional Use Permit on tax parcel # 186-03-21-30-019-024, Village of Union Grove, WI, to construct an additional 60'x180' building and 25'x100' loading for the operation of a metal fabrication/ welding/ machine shop at the property located at 910 Commerce Drive, subject to the following:

- (1) Adequate loading areas shall be provided so that all vehicles loading, maneuvering, or unloading are completely off the public ways and so that all vehicles need not back onto any public way;
- (2) 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;
- (3) Any future expansion plans will require necessary applications and approvals from the Village;
- (4) The conditional use permit shall terminate and automatically be revoked when the permitted conditional use activity 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) All building fire sprinklers or fire alarm systems must meet State and Local design standards; and
- (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.

Attachments:

-Email1 dated May 21, 2020: "RE: NT Properties 910 Commerce Drive-plat map and building site details.pdf"

Email2 dated May 26, 2020: "FW: NT Properties 910 Commerce Drive-plat map and building site details.pdf"