



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final City Plan Commission

*Any questions about items on this meeting are to be directed to
the Community and Economic Development Department,
920-832-6468.*

Wednesday, June 8, 2022

3:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-0747](#) City Plan Minutes from 5-11-22

Attachments: [City Plan Minutes 5-11-22.pdf](#)

4. **Public Hearings/Appearances**

[22-0748](#) Special Use Permit #6-22 for a car wash use located at 3200 E. Express Court (Tax Id #31-4-5568-00), as shown on the attached materials and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (Associated with Action Item #22-0749)

Attachments: [ClassIIPublicHearingNoticeNewspaper_EExpressCt_SUP#6-22.pdf](#)
[PublicHearingNoticeNeighborhood_EExpressCt_SUP#6-22.pdf](#)

5. **Action Items**

[22-0749](#) Request to approve Special Use Permit #6-22 for a car wash use located at 3200 E. Express Court (Tax Id #31-4-5568-00), as shown on the attached materials and per attached plan of operation, to run with the land subject to the conditions in the attached staff report and approve attached Resolution (2/3 vote of Common Council required for approval)

Attachments: [StaffReport_Peak Car Wash_SUP_For06-08-22.pdf](#)

6. **Information Items**

[22-0750](#)

Overlapping Extraterritorial Plat Approval Jurisdictions

Attachments: [StaffMemo_ETJOverlap_For06-08-22.pdf](#)

[ETJOverlap_Appleton-FoxCrossing-Greenville_BuffersOnly.pdf](#)

[ETJOverlap_Appleton-FoxCrossing-Greenville_EquidistantLines.pdf](#)

[ETJOverlap_Appleton-FoxCrossing-Greenville_Aerial+SectionLines_AgreedUp](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final-revised City Plan Commission

*Any questions about items on this meeting are to be directed
to the Community and Economic Development Department,
920-832-6468.*

Wednesday, May 11, 2022

3:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order by Chair Mayor Woodford at 3:30 p.m.

2. Roll call of membership

Commissioner Fenton appeared virtually and participated via Teams.

Present: 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

Others present:

Aldersperson Nate Wolff, District #12

Aldersperson Sheri Hartzheim, District #13

Ken Edwards, Apostolic Truth Church

Aaron Soto, Apostolic Truth Church

Sam Al-Saadi, Apostolic Truth Church

Liz Rowicki, 4900 N. Altamont Drive

Joanne Rowicki, 4509 N. Windingbrook Drive

Jim Vandenberg, 4803 N. Fallview Lane

3. Approval of minutes from previous meeting

[22-0611](#)

City Plan Minutes from 4-13-22

Attachments: [City Plan Minutes 4-13-22.pdf](#)

Palm moved, seconded by Robins, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

4. Public Hearings/Appearances

[22-0612](#)

Comprehensive Plan 2010-2030 Future Land Use Map Amendment #2-22 for the subject parcel located on N. French Road, bordered by E. Glory Lane, N. Providence Avenue, and E. Ashbury Drive (Tax Id #31-1-7400-00) from future One and Two-Family Residential land use designation and Multi-Family land use designation to Public Institutional land use designation as shown on the attached map and approve the attached Resolution (Associated with Action Item #22-0613)

Attachments: [ClassIIPublicHearingNoticeNewspaper ApostolicTruthChurch CompPlanAmend#2-22.pdf](#)
[InformalPublicHearingNotice ApostolicTruthChurch CompPlan+Rezoning.pdf](#)

This public hearing was held, and Jim Vandenberg, Liz Rowicki, and Pastor Aaron Soto spoke on the item.

[22-0614](#)

Rezoning #3-22 for the subject parcel located on N. French Road, bordered by E. Glory Lane, N. Providence Avenue, and E. Ashbury Drive (Tax Id #31-1-7400-00), including the adjacent one-half (1/2) right-of-way, as shown on the attached maps, from R-1A Single-Family District to P-I Public Institutional District (Associated with Action Item #22-0615)

Attachments: [InformalPublicHearingNotice ApostolicTruthChurch CompPlan+Rezoning.pdf](#)

This public hearing was held, and no one spoke on the item.

5. Action Items

[22-0613](#)

Request to approve Comprehensive Plan 2010-2030 Future Land Use Map Amendment #2-22 for the subject parcel located on N. French Road, bordered by E. Glory Lane, N. Providence Avenue, and E. Ashbury Drive (Tax Id #31-1-7400-00) from future One and Two-Family Residential land use designation and Multi-Family land use designation to Public Institutional land use designation as shown on the attached map and approve the attached Resolution

Attachments: [StaffReport ApostolicChurch CompPlan+Rezoning For05-11-22.pdf](#)
[Paula Meyer Email.pdf](#)
[Neighborhood Brochure From Apostolic Truth Church.pdf](#)

Proceeds to Council on June 15, 2022.

Buetow moved, seconded by Uitenbroek, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Palm, Robins, Mayor Woodford, Buetow and Uitenbroek

Nay: 2 - Fenton and Dane

[22-0615](#)

Request to approve Rezoning #3-22 for the subject parcel located on N. French Road, bordered by E. Glory Lane, N. Providence Avenue, and E. Ashbury Drive (Tax Id #31-1-7400-00), including the adjacent one-half (1/2) right-of-way, as shown on the attached maps, from R-1A Single-Family District to P-I Public Institutional District

Attachments: [StaffReport_ApostolicChurch_CompPlan+Rezoning_For05-11-22.pdf](#)
[Paula Meyer Email.pdf](#)
[Neighborhood Brochure From Apostolic Truth Church.pdf](#)

Proceeds to Council on June 15, 2022.

Buetow moved, seconded by Robins, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Palm, Robins, Mayor Woodford, Buetow and Uitenbroek

Nay: 2 - Fenton and Dane

[22-0616](#)

Request to approve the dedication of land for public right-of-way for N. Lightning Drive, generally located north of Edgewood Drive (C.T.H. JJ), as shown on the attached maps

Attachments: [StaffReport_LightningDrive_StreetDedication_For5-11-22.pdf](#)

Palm moved, seconded by Buetow, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

[22-0617](#)

Elect Vice Chair

Commissioner Uitenbroek was elected as Vice Chair.

Woodford nominated Uitenbroek to be the Vice Chair. Palm seconded the nomination. No other nominations were received. Motion carried by unanimous consent.

Aye: 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

6. Information Items

[22-0618](#)

Set Meeting Date & Time

The City Plan Commission will continue to meet at 3:30 p.m. on Wednesdays of the week following Council.

[22-0619](#)

Designate Contact Person

Director Karen Harkness will continue to be the designated Contact Person.

[22-0630](#)

Neighborhood Program Spring Meeting on Thursday, May 26, 2022 from 6:00 - 7:30 pm at Wilson Middle School, 225 N. Badger Avenue

Attachments: appleton.org/residents/neighborhood-program

This item was presented.

7. Adjournment

Palm moved, seconded by Robins, that the meeting be adjourned at 4:11 p.m.

Roll Call. Motion carried by the following vote:

Aye: 7 - Palm, Robins, Mayor Woodford, Fenton, Buetow, Dane and Uitenbroek

CITY OF APPLETON
NOTICE OF PUBLIC HEARING
PROPOSED SPECIAL USE PERMIT

NOTICE IS HEREBY GIVEN of a Public Hearing to be held before the City Plan Commission on Wednesday, June 8, 2022, at 3:30 P.M., in Council Chambers, 6th Floor, City Hall, 100 North Appleton Street, or as soon thereafter as can be heard, for the purpose of considering a Special Use Permit.

Pursuant to Sections 23-66 and 23-113 of the Appleton Municipal Code, to consider a request by Menard Inc, owner, and Erickson Enterprises LLC, applicant, for property located at the northeast corner of Kensington Drive and Express Court (Tax Id #31-4-5568-00) to obtain a Special Use Permit for a car wash. In the C-2 General Commercial District, a Special Use Permit is required for a car wash.

All persons interested are invited to attend this meeting and will be given an opportunity to be heard. Feedback can also be shared with Plan Commission members via written letter, email, or phone call. Any questions regarding this matter should be directed to Jessica Titel, Principal Planner, in the Community and Economic Development Department at (920) 832-6476 or by email at jessica.titel@appleton.org.

CITY PLAN COMMISSION
APPLETON, WISCONSIN

COMMUNITY & ECONOMIC DEVELOPMENT
CITY HALL - 100 NORTH APPLETON STREET
APPLETON, WISCONSIN 54911-4799
(920) 832-6468

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

RUN: May 24, 2022
May 31, 2022

NOTICE OF PUBLIC HEARING
OF THE
APPLETON CITY PLAN COMMISSION

Dear property owner(s):

The City of Appleton Plan Commission will conduct a Public Hearing on Wednesday, June 8, 2022, at 3:30 P.M., or as soon thereafter as can be heard, in Common Council Chambers, 6th Floor, City Hall, 100 North Appleton Street, for the purpose of considering the following proposed Special Use Permit:

- Pursuant to Sections 23-66 and 23-113 of the Appleton Municipal Code, to consider a request by Menard Inc, owner, and Erickson Enterprises LLC, applicant, for property located at the northeast corner of Kensington Drive and Express Court (Tax Id #31-4-5568-00) to obtain a Special Use Permit for a car wash. In the C-2 General Commercial District, a Special Use Permit is required for a car wash.

- ALDERMANIC DISTRICT: 3 – Alderperson Brad Firkus

You are being notified as a policy of the City of Appleton Community and Economic Development Department. All persons interested are invited to attend this meeting and will be given an opportunity to be heard. Feedback can also be shared with Plan Commission members via written letter, email, or phone call. The Plan Commission makes a recommendation to the Common Council who makes the final decision on the matter.

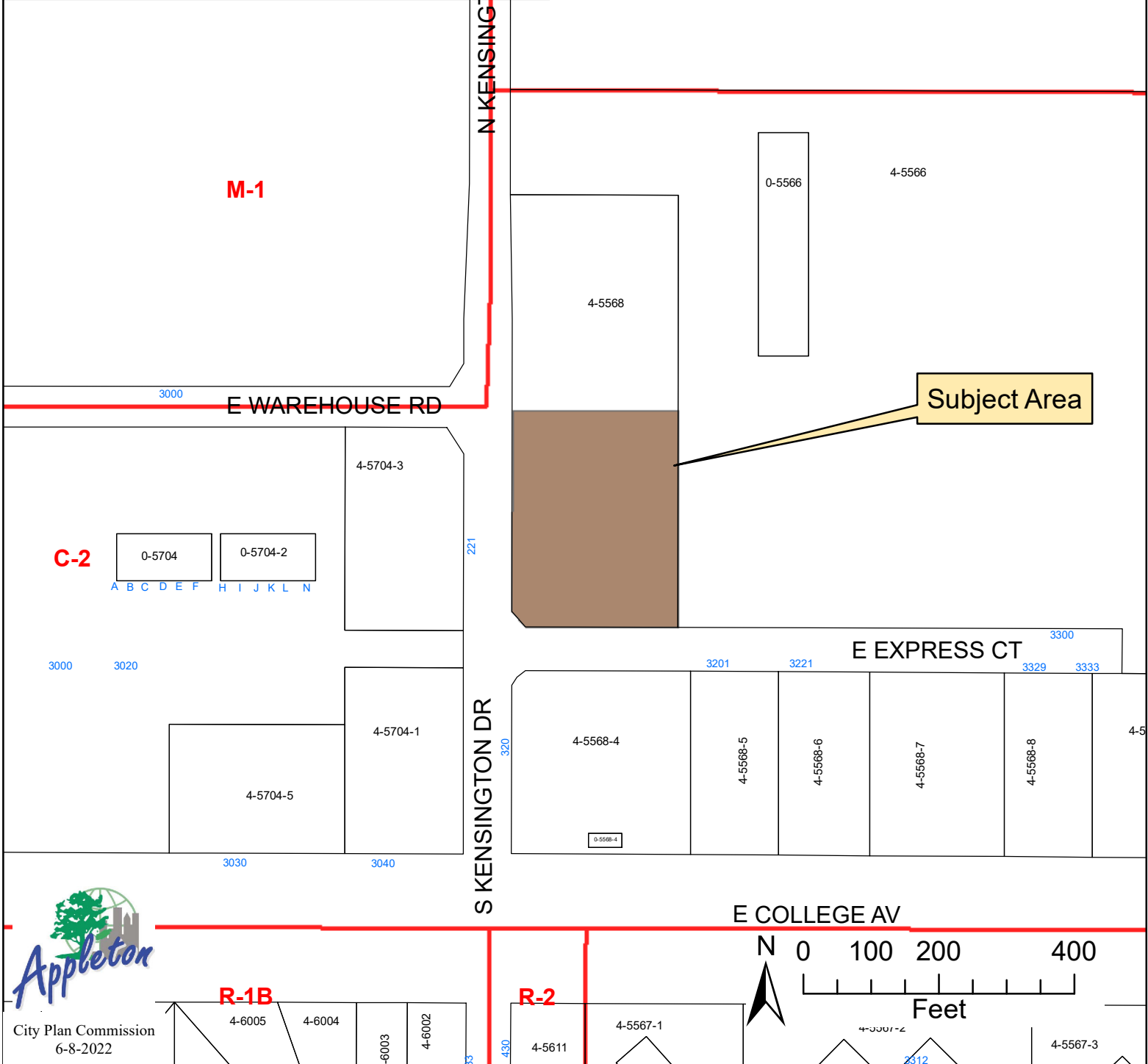
Any questions regarding this matter should be directed to Jessica Titel, Principal Planner, in the Community and Economic Development Department at 920-832-6476 or by email at jessica.titel@appleton.org.

CITY PLAN COMMISSION

COMMUNITY & ECONOMIC DEVELOPMENT
CITY HALL - 100 NORTH APPLETON STREET
APPLETON, WISCONSIN 54911-4799
920-832-6468

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Special Use Permit
Car Wash
E. Express Court
Zoning Map



Special Use Permit
Car Wash
E. Express Court
Aerial Map



Subject Area



City Plan Commission
6-8-22





Nielsen Madsen + Barber
 CIVIL ENGINEERS AND LAND SURVEYORS
 1458 Horizon Blvd, Suite 200, Racine, WI, 53406
 Tel: (262)634-5588 Website: www.nmbasc.net

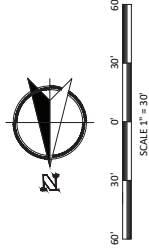
CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN

PEAK CAR WASH
 FOR
PEAK, INC.
DIMENSIONED SITE PLAN

NO.	REVISION	BY	DATE

PROJ. NO. _____
 DATE: _____
 DATE: 03-26-2022
 DATE: 06-11-2022

2022.0034.01
 SHEET
C-4



EXISTING SITE INFORMATION

78,408 s.f. TOTAL LOT AREA
 78,408 s.f. GREEN SPACE AREA

PROPOSED SITE INFORMATION

78,408 s.f. TOTAL LOT AREA
 5,307 s.f. BUILDING AREAS
 25,484 s.f. PAVEMENT AREAS
 47,617 s.f. GREEN SPACE AREA

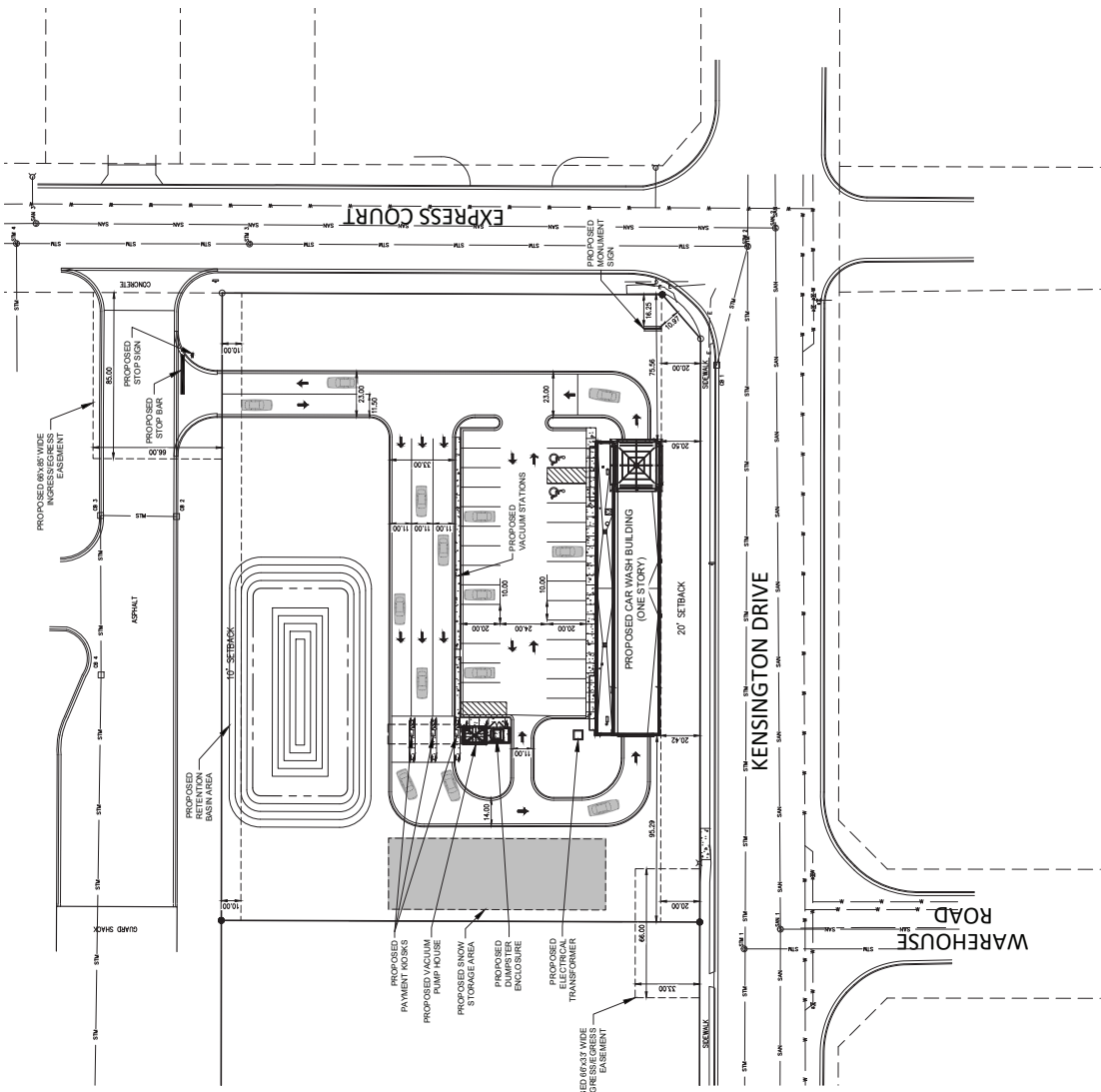
PARKING INFORMATION

PROPOSED
 HC STALLS 2
 STANDARD STALLS 26
 TOTAL 28

ZONING INFORMATION

ZONING
 C-2 GENERAL COMMERCIAL DISTRICT
 SPECIAL USE PERMIT REQUIREMENT

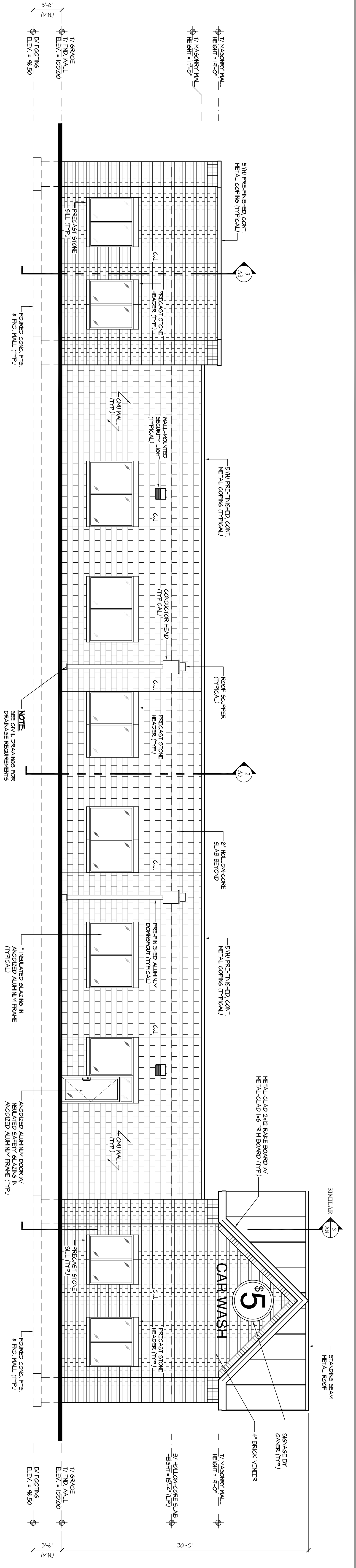
SETBACKS
 FRONT 10 FEET
 REAR 20 FEET
 SIDE 0 FEET



UTILITY NOTE

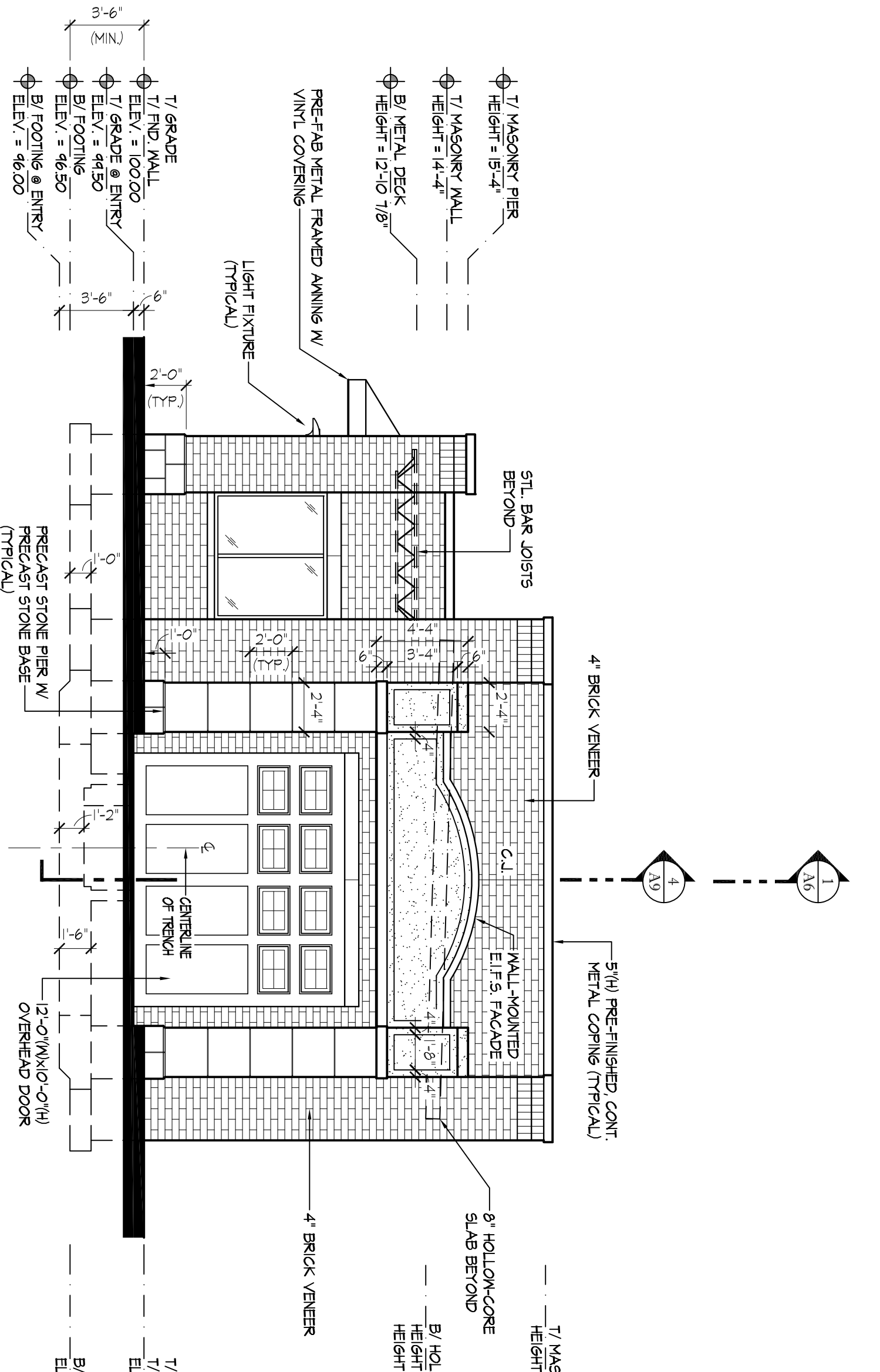
EXISTING UTILITIES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY AND ARE NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL UTILITIES PRIOR TO ANY CONSTRUCTION. NEARBY UNDERGROUND UTILITIES AS THEY DETERMINE NECESSARY FOR PROPOSED UTILITY CONNECTIONS AND/OR TO AVOID DAMAGE THERETO, CONTRACTOR SHALL CALL 'DIGGER'S HOTLINE' PRIOR TO ANY CONSTRUCTION.





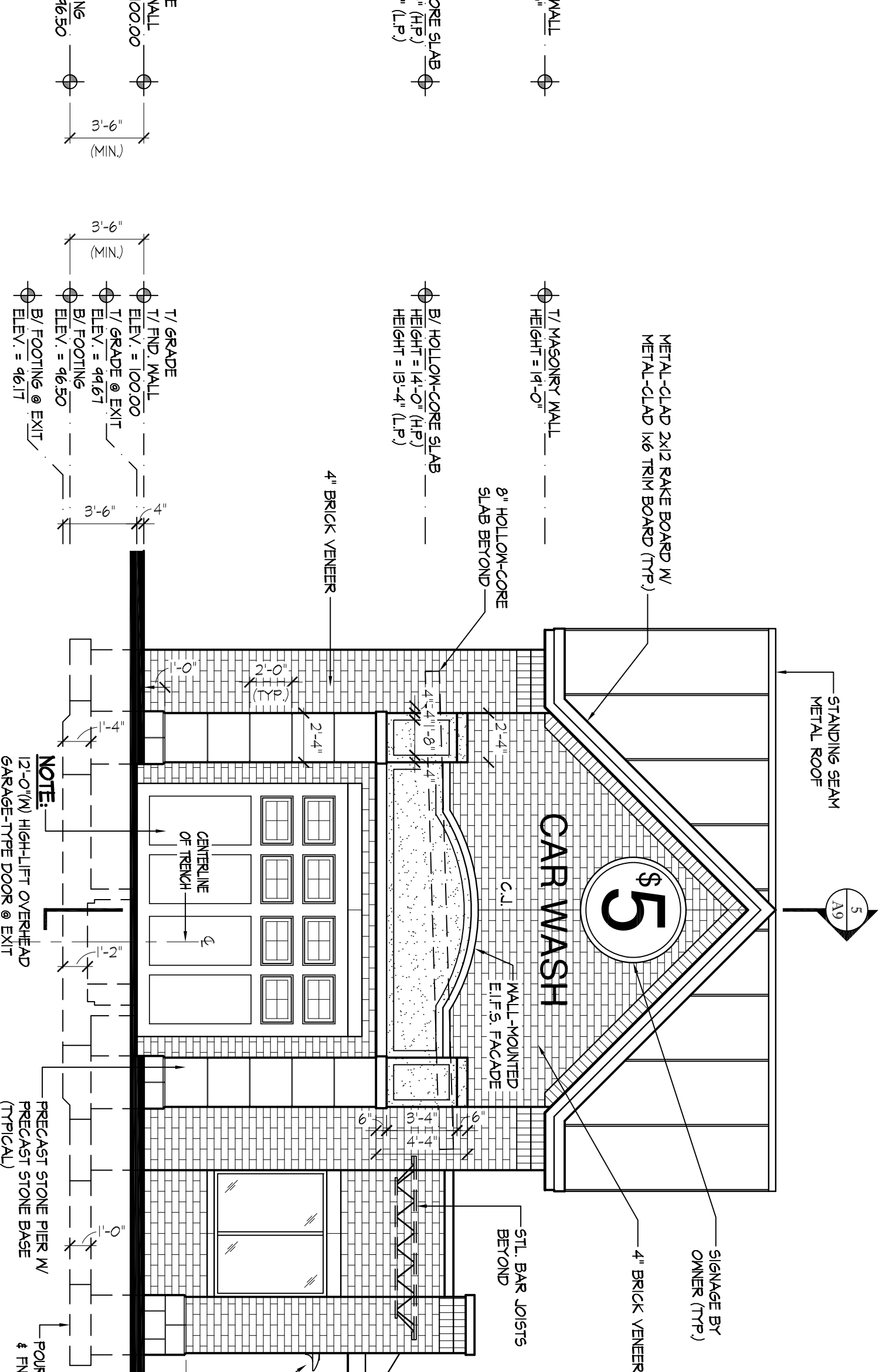
NORTH ELEVATION

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



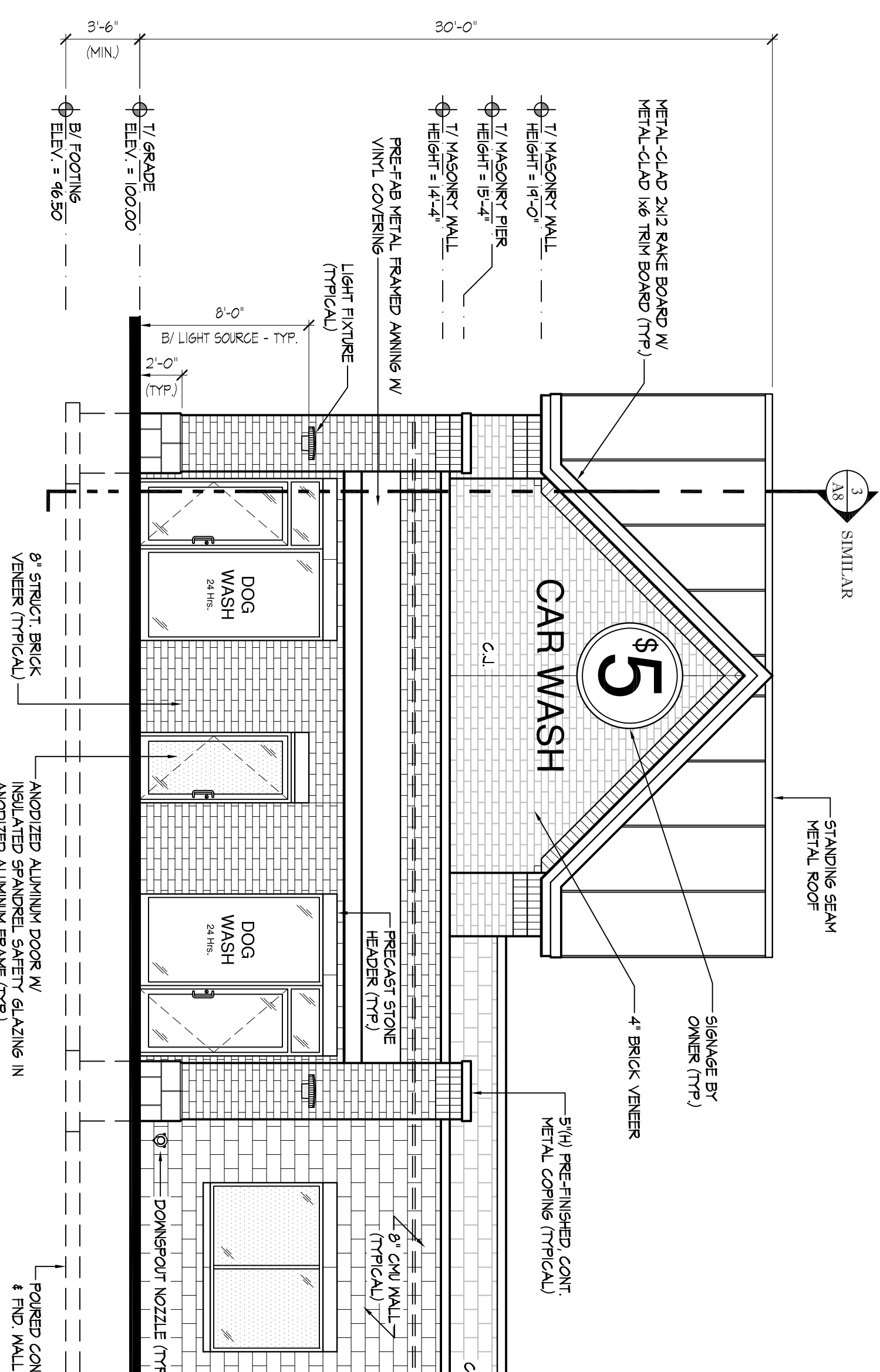
EAST ELEVATION

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



WEST ELEVATION

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



SOUTH ELEVATION

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

EXTERIOR FINISH NOTES

THERMAL AND MOISTURE
 WEATHER BARRIER: TYVEK BRAND™
 DRIPKIT (800) 446-4935
 REBERIZED SHEET FLASHING: BTD 30 BUILDING TAPE
 POINT-OF-INSTALL (POI) (877) 211-4661
 FLOOR ROOFING: BTD 30 BUILDING TAPE
 TRIPLE INSULATED GLAZING SYSTEMS

EXTERIOR METALS AND FLASHING
 SHEET METAL FLASHINGS: PRE-FINISHED METALLIC-COATED STEEL SHEET AT EXPOSED AREAS
 PHYSICAL PROPERTIES AND COATING PERFORMANCE REQUIREMENTS OF AIAA 2005 COLOR
 SELECTED FROM STANDARD RANGE:
 - BASE FLASHING: 26 GA.
 - FLASHING RECEIVERS: 26 GA.
 - BRK EDGES: 24 GA.

SOFFITS AND UNDERSETS OF EXTERIOR DELUGES: PRE-FORMED VENTED ALUMINUM PANELS
 FROM MANUFACTURER'S STANDARD RANGE (SEE NOTE #2)
 PAC-CLOAD BY FETTERSON ALUMINUM (OR EQUIVALENT) (800) 722-2525
 GUTTERS AND DOWNSPUTS: PRE-FINISHED ALUMINUM. COLOR AS SELECTED BY ARCHITECT.
 ROLLEE BY BRANTSTAND BUILDING PRODUCTS (OR EQUIVALENT) (214) 522-9500

EXTERIOR FINISH SCHEDULE

TYPE	MANUFACTURER (SEE SCHEDULE)	COLOR	WORKS COLOR / TYPE	CRN. CONT. DATE
BRICK	ENDICOTT STRUCTURAL	1B2	VANAL / TYPE N	SONBERSON
VENIER	OR EQUAL	1B2	(SEE NOTE #2)	SONBERSON
VENIER	OR EQUAL	1B2	W/SEE NOTE #2)	SONBERSON
CAW	91M4 OR 91M4U	1B2	VANAL / TYPE N	SONBERSON
PRECAST	SEE EXTERIOR ELEVATIONS	1B2	(SEE NOTE #2)	N/A
STONE	SEE EXTERIOR ELEVATIONS	1B2	(SEE NOTE #2)	N/A

EXTERIOR MATERIAL & FINISH SYSTEM (EIFS)

LOCATION / ID	MANUFACTURER	FINISH	COLOR	COMMENTS
FLASHER	BRANTSTAND	1B2	1B2	
CAR ENTRY / EXIT	OR EQUAL	1B2	1B2	

METALS

LOCATION / ID	MANUFACTURER	TYPE	FINISH	COLOR
ROOF	PAC-CLOAD FETTERSON	STANDING SEAM	PRE-FINISHED	1B2
SOFFITS / EAVES	PAC-CLOAD FETTERSON	FORMED	PRE-FINISHED	1B2
GUTTER & DOWNSPOTS	PAC-CLOAD FETTERSON	ALUMINUM	PRE-FINISHED	1B2

STORAGE GLAZING

LOCATION / ID	MANUFACTURER	COLOR / FINISH	DESCRIPTION
EXTERIOR DOORS & WINDOWS	OR EQUIVALENT	1B2	CLEAR OR GRAYE 1" INSULATED GLAZING

GENERAL STRUCTURAL NOTES

- SEE STRUCTURAL DRAWINGS FOR SIZE & LOCATION OF:
 • STEEL BEAMS, JOISTS, ANGLES, PLATES, LINTELS &
 BEARING REQUIREMENTS
 • FORMING CONCRETE WALLS, SLABS & RETAINING
 • PRECAST HOLLOW-CORE SLAB BEARING CONDITIONS &
 BEARING REQUIREMENTS
 • BEARING REQUIREMENTS
 • GROUT SOLID OR BRICK CORERS AT LOCATIONS INDICATED
 2. COORDINATE ARCHITECTURAL DRAWINGS WITH STRUCTURAL
 DRAWINGS.

NOTES

- INSTALLERS TO VERIFY FINISH SYSTEMS FOR APPROVAL BY ARCHITECT PRIOR TO INSTALLATION.
- TYPE "S" METALS TO BE USED AT LOCATIONS WHERE MASONRY IS IN CONTACT WITH THE GROUND OR AT TOP OF FOUNDATION WALL.

A2

PRELIMINARY
NOT FOR CONSTRUCTION
REVISIONS REQUIRED

Copyright 2022. All Instruments of Service, Including Drawings, Are Owned And The Property Of The Architect. Drawings May Not Be Reproduced Or Copied Without Written Consent Of The Architect.

ROHN ASSOCIATES
ARCHITECTS & PLANNERS

13177 RHODE STREET
CEDAR LAKE, IN 46303
PHONE: (708) 906-4670

APPLETON EXPRESS WASH

EXPRESS COURT
APPLETON, WISCONSIN
54915



REPORT TO CITY PLAN COMMISSION

Plan Commission Public Hearing Date: June 8, 2022

Common Council Meeting Date: June 15, 2022

Item: Special Use Permit #6-22 for a car wash

Case Manager: Jessica Titel, Principal Planner

GENERAL INFORMATION

Owner: Menard, Inc.

Applicant: Tracey Erickson – Erickson Enterprises, LLC

Address/Parcel #: 3200 E. Express Court (Tax Id #31-4-5568-00)

Petitioner's Request: The applicant is requesting a Special Use Permit for a car wash and self-serve dog wash.

BACKGROUND

The subject parcel is currently vacant and is approximately 3.6 acres in size. The applicant has filed an application for a Certified Survey Map to split the existing parcel into two lots (File #14-22). The car wash will be located on Lot 2 of the proposed Certified Survey Map. Lot 2 will be 78,408 square feet in size.

On November 15, 2017, the Common Council approved an Official Map Amendment to remove lands previously identified for future stormwater pond on the subject parcel.

On July 20, 2011, Common Council adopted Ordinance 153-11, which amended the City's Official Map to officially map land area for a future stormwater pond generally located at the northeast corner of Kensington Drive and Express Court. This action by Common Council was based on a July 10, 2009 report by AECOM of the Kensington North Drainage Area and was meant to preserve land in case a stormwater pond was determined to be needed. The Department of Public Works subsequently determined the stormwater pond would not be needed and initiated an Official Map amendment in 2017 (see above).

STAFF ANALYSIS

Project Summary: The applicant proposes construct a car wash and self-serve dog wash on the subject site as shown on the attached development plans. The proposed development includes the following:

- A 5,307 square foot automated car wash building with a single service bay.
- Car wash stacking spaces for 24 vehicles are located along the east side of the building with the service bay entrance located on the north side of the building.
- Access will be provided via an existing driveway on Express Court and will be shared with Menards and the proposed car wash.
- Approximately 24 vacuum stations.

Special Use Permit #6-22

June 8, 2022

Page 2

- Proposed hours of operation are from 7:00 AM to 8:00 PM each day.

Operational Information: A plan of operation is attached to the staff report.

Existing Site Conditions: The car wash will be located on Lot 2 of a recently submitted application for a two-lot Certified Survey Map (File #14-22). Lot 2 will be 78,408 square feet in size. The subject site is currently vacant land. Access will be from East Express Court and will share an existing drive aisle with the property to the east.

Surrounding Zoning and Land Uses: The surrounding area is under the jurisdiction of the City of Appleton (north, south, east, and west). The site is surrounded on all sides by existing commercial development.

North: C-2 General Commercial District. The adjacent land use to the north is undeveloped land and a stormwater detention pond.

South: C-2 General Commercial District. The adjacent land uses to the south is currently commercial (MotoMart gas station with car wash and Subway).

East: C-2 General Commercial District. The adjacent land use to the east is commercial (Menards).

West: C-2 General Commercial District. The adjacent land use to the west is commercial (Mr. Cinders restaurant).

Appleton Comprehensive Plan 2010-2030: Community and Economic Development staff has reviewed this proposal and determined it is compatible with the Commercial designation 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*.

Goal 1 – Community Growth

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

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

OBJECTIVE 9.4 Economic Development:

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

OBJECTIVE 10.5 Land Use:

Support the continued redevelopment and revitalization of land uses adjacent to Appleton's key transportation corridors and downtown.

Current Zoning and Procedural Findings: The subject property has a zoning designation of C-2 General Commercial District. Per Section 23-113(e) of the Municipal Code, a car wash requires a Special Use Permit in the C-2 District. The Plan Commission makes a recommendation to the Common Council who will make the final decision on the Special Use Permit. A two-thirds vote of the Common Council is required for approval.

Zoning Ordinance Requirements and Substantial Evidence: When reviewing an application for a Special Use Permit, the City must determine if the applicant's proposal satisfies Municipal Code requirements and conditions. Pursuant to Section 23-66(c)(5) of the Municipal Code, the Plan Commission and Common Council must provide substantial evidence supporting their decision to approve, approve with conditions, or deny the Special Use Permit. Substantial evidence means "facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a Special Use Permit and that reasonable persons would accept in support of a conclusion." Any requirements and conditions listed for approval must be reasonable, and to the extent practicable, measurable.

Finding of Fact: This request was reviewed in accordance with the standards for granting a Special Use Permit under Section 23-66(e)(1-8) of the Municipal Code: 1. proper zoning district: *C-2 zoning allows car washes as a special use permit*, 2. zoning district regulations: *compliance with zoning code regulations will be reviewed with the site plan*, 3. special regulations: *not applicable to carwashes*, 4. consistent with comprehensive plan and other plans: *yes, see above analysis*, 5. traffic: *applicant will share an existing driveway with Menards, no concerns submitted by traffic engineer*, 6. landscaping and screening: *the landscaping will be reviewed with the Site Plan and is required to be consistent with zoning ordinance standards*, 7. neighborhood compatibility: *the proposed use is located adjacent to existing commercial uses and near CTH CE*, and 8. impact on services: *the City has existing utilities, services and equipment in place to serve this proposed use*. These standards were found in the affirmative, as long as all stipulations are satisfied.

Technical Review Group (TRG) Report: This item appeared on the May 3, 2022 TRG agenda. No negative comments were received from participating departments.

RECOMMENDATION

Staff recommends, based on the above, that Special Use Permit #6-22 for a car wash located at 3200 E. Express Court (Tax Id #31-4-5568-00), as shown on the attached materials and per attached plan of operation, along with the attached resolution, **BE APPROVED** to run with the land, subject to the following conditions:

1. The owner shall have twelve (12) months from the issuance of the Special Use Permit to obtain a building permit and/or occupancy permit for the proposed carwash or Special Use Permit #6-22 will expire pursuant to Sections 23-66 (f)(1) b. and c. of the Zoning Ordinance.

Substantial Evidence: Standardized condition to ensure the use is established in a timely manner. This condition will not be applicable when the building permit and/or occupancy permit is issued.

Special Use Permit #6-22

June 8, 2022

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2. Prior to the construction of the carwash and building permits being issued, site plan review and approval is required, pursuant to Section 23-570 of the Municipal Code.

Substantial Evidence: This condition provides notice to the owner and applicant that they are required to receive site plan approval from the Community and Economic Development Department prior to receiving building permits from the Inspection Division for the project pursuant to Section 23-570(e)4 of the Zoning Ordinance.

3. All Zoning, Building, Fire, Engineering, Utility, Noise and other Municipal Codes, and all applicable State and Federal laws shall be complied with.

Substantial Evidence: This condition assures the applicant understands they must follow the City's Municipal Code and all applicable State and Federal laws which they are required to follow while conducting business in the City; failure to follow City, State and Federal regulations may result in enforcement action pursuant to Sections 1-16, 1-17, 23-66(f)(5) and 23-69 of the Municipal Ordinance.

4. Any future expansions of the carwash, changes to the development plans, plan of operation or any conditions of approval may require a major or minor amendment request to this Special Use Permit pursuant to Section 23-66(g) of the Zoning Ordinance. Contact the Community and Economic Development Department to discuss any proposed changes.

Substantial Evidence: Standardized condition that establishes parameters for the current application and identifies the process for review of any future changes to the special use.

**CITY OF APPLETON
RESOLUTION FOR SPECIAL USE PERMIT #6-22
CAR WASH
3200 EAST EXPRESS COURT**

WHEREAS, Tracey Erickson, Erickson Enterprises, LLC, has applied for a Special Use Permit for a car wash located at 3200 E. Express Court, also identified as Parcel Number 31-4-5568-00; and

WHEREAS, the location for the proposed car wash is located in the C-2 General Commercial District, and the proposed use may be permitted by Special Use Permit within this zoning district pursuant to Chapter 23 of the Municipal Code; and

WHEREAS, the City of Appleton Plan Commission held a public hearing on June 8, 2022 on Special Use Permit #6-22, at which all those wishing to be heard were allowed to speak or present written comments and other materials at the public hearing; and

WHEREAS, the City of Appleton Plan Commission has reviewed and considered the Community and Economic Development Department's staff report and recommendation, as well as other spoken and written evidence and testimony 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)(1-8) of the Municipal Code; and

WHEREAS, the City of Appleton Plan Commission reviewed the standards for imposing conditions on the Special Use Permit under Section 23-66(c)(5) of the Municipal Code, and forwarded Special Use Permit #6-22 to the City of Appleton Common Council with a favorable conditional 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 June 15, 2022.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Common Council, based on Community and Economic Development Department's staff report and recommendation, as well as other spoken and written evidence and testimony presented at the public hearing and Common Council meeting, and having considered the recommendation of the City Plan Commission, that the Common Council:

1. Determines all standards listed under Sections 23-66(e)(1-8) of the Municipal Code are found in the affirmative YES or NO (CIRCLE ONE)
2. If NO, the City of Appleton Common Council hereby denies Special Use Permit #6-22 for a car wash located at 3200 E. Express Court, also identified as Parcel Number 31-4-5568-00, based upon the following standards and determinations: (List reason(s) why the Special Use Permit was denied)
3. If YES, the City of Appleton Common Council hereby approves Special Use Permit #6-22 for a car wash located at 3200 E. Express Court, also identified as Parcel Number 31-4-5568-00, subject to the following

conditions as they are related to the purpose of the City of Appleton Municipal Code and based on substantial evidence:

CONDITIONS OF APPROVAL FOR SPECIAL USE PERMIT #6-22

- A. The owner shall have twelve (12) months from the issuance of the Special Use Permit to obtain a building permit and/or occupancy permit for the proposed carwash or Special Use Permit #6-22 will expire pursuant to Sections 23-66 (f)(1) b. and c. of the Zoning Ordinance.
 - B. Prior to the construction of the carwash and building permits being issued, site plan review and approval is required, pursuant to Section 23-570 of the Municipal Code.
 - C. All Zoning, Building, Fire, Engineering, Utility, Noise and other Municipal Codes, and all applicable State and Federal laws shall be complied with.
 - D. Any future expansions of the carwash, changes to the development plans, plan of operation or any conditions of approval may require a major or minor amendment request to this Special Use Permit pursuant to Section 23-66(g) of the Zoning Ordinance. Contact the Community and Economic Development Department to discuss any proposed changes.
4. The City Clerk’s Office is hereby directed to give a copy of this resolution to the owner/applicant, Community and Economic Development Department, Inspections Division, and any other interested party.

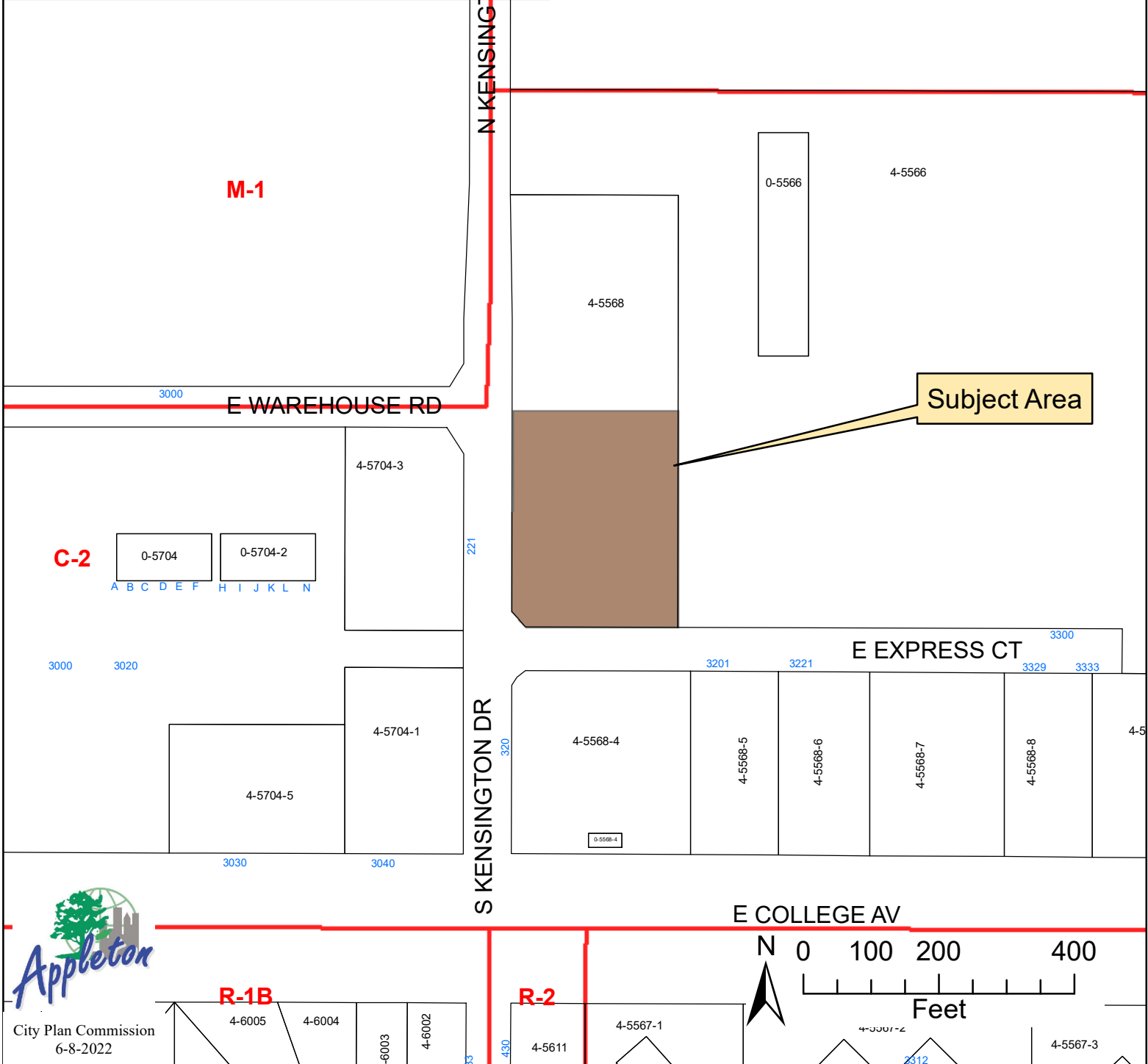
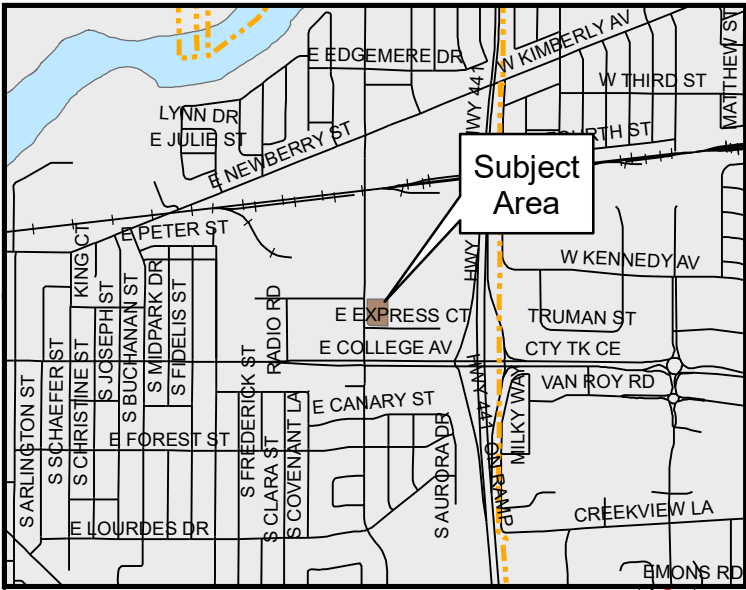
Adopted this _____ day of _____, 2022.

Jacob A. Woodford, Mayor

ATTEST:

Kami Lynch, City Clerk

Special Use Permit
Car Wash
E. Express Court
Zoning Map



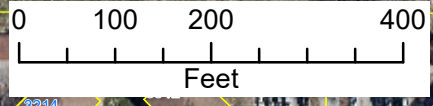
Special Use Permit
Car Wash
E. Express Court
Aerial Map



Subject Area



City Plan Commission
6-8-22



PLAN OF OPERATION AND LOCATIONAL INFORMATION

Business Information:

Name of business: Tsunami Express

Years in operation: 10

Type of proposed establishment (detailed explanation of business):

We are proposing an Express Carwash with +/- 24 free vacuums. It will also have two (2) sel-serve dog washes. The business will be open 7 days a week from 7am - 8 pm. It will be staffed during business hours and employ +/- 10 persons

Proposed Hours of Operation:

Day	From	To
Monday thru Thursday	7am	8pm
Friday	7am	8pm
Saturday	7am	8pm
Sunday	7am	8pm

Building Capacity and Storage Areas:

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: 16.00 persons

Gross floor area of the existing building(s):

0

Gross floor area of the proposed building(s):

4,921 SF

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

N/A

Outdoor Uses:

Size: _____ square feet

Type and location 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):

Garbage Enclosure 6'

Type, location, size of outdoor display area(s) of merchandise for sale or other business property:

N/A

Number of Employees:

Number of existing employees: 0.00

Number of proposed employees: 10.00

Number of employees scheduled to work on the largest shift: 4.00

Odor:

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

N/A

Noise:

Describe the noise levels anticipated from the proposed use and all mechanical equipment:

Measured at property lines at exiting Greenfield location:
Exit (North) 74 dbs; Entrance (South) 69 dbs; Side (East) 60 dbs; Side (West) 56
dbs See Attached

How will the noise be controlled?

Noise will be controlled by landscaping and screen walls if necessary.

Outdoor Lighting:

Type: LED

Location: Parking Lot and Building

Off-Street Parking:

Number of spaces existing on-site: 0.00

Number of spaces proposed on-site: 24.00

Street Access:

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

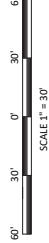
NO.	REVISION	BY	DATE

PROJ. NO.:
 DRAWN BY: JMB
 DATE: 08-26-2022
 CHECKED BY: JMB
 DATE: 08-11-2022
 2022.0034.01
 SHEET

C-4

Nielsen Madsen + Barber
 CIVIL ENGINEERS AND LAND SURVEYORS
 1458 Horizon Blvd, Suite 200, Racine, WI, 53406
 Tel: (262)634-5588 Website: www.nmbascr.net

PEAK CAR WASH
 FOR
PEAK, INC.
 CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN



EXISTING SITE INFORMATION

- 78,408 s.f. TOTAL LOT AREA
- 78,408 s.f. GREEN SPACE AREA

PROPOSED SITE INFORMATION

- 78,408 s.f. TOTAL LOT AREA
- 5,307 s.f. BUILDING AREAS
- 25,484 s.f. PAVEMENT AREAS
- 47,617 s.f. GREEN SPACE AREA

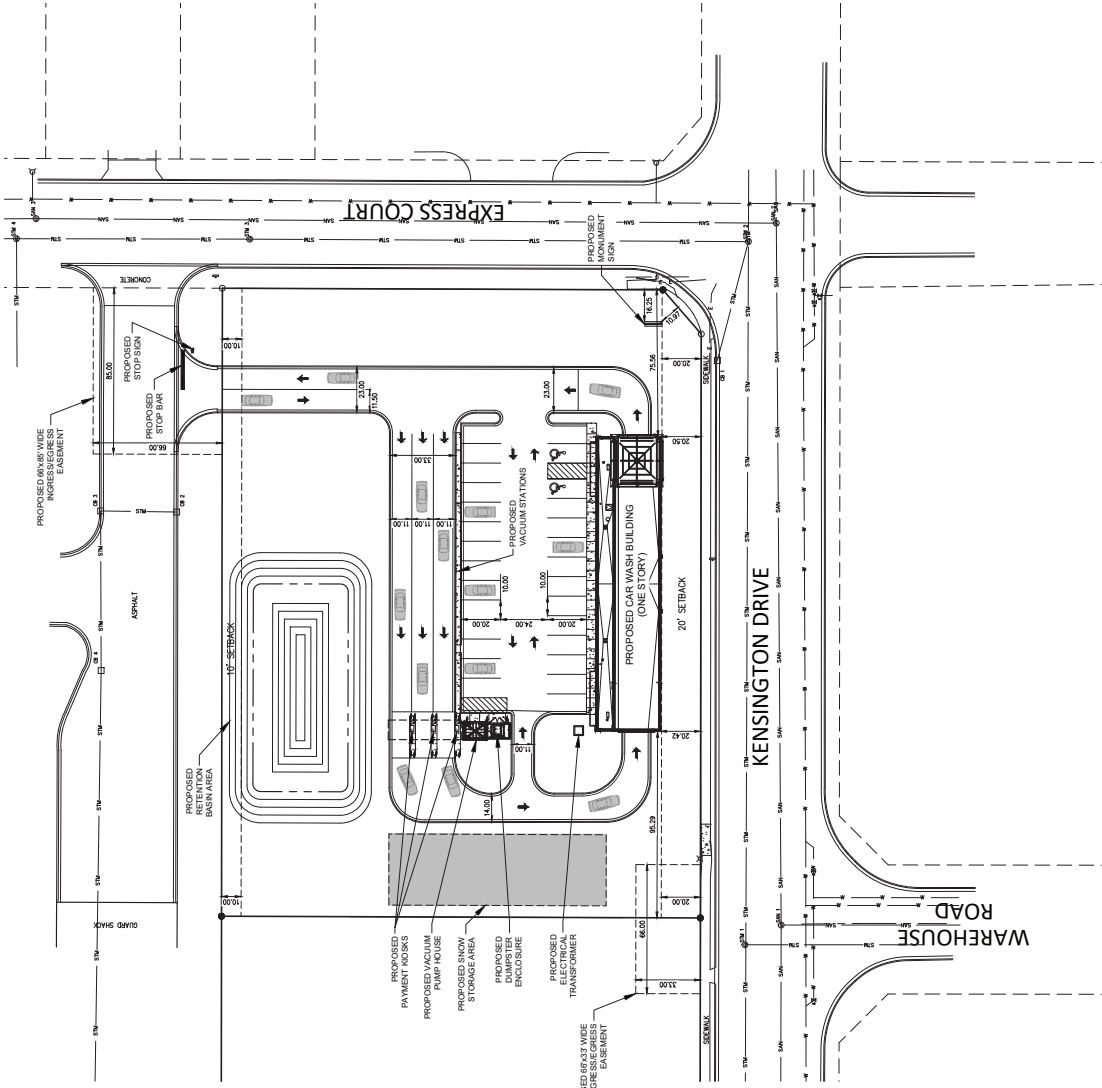
PARKING INFORMATION

- PROPOSED
- HC STALLS 2
- STANDARD STALLS 26
- TOTAL 28

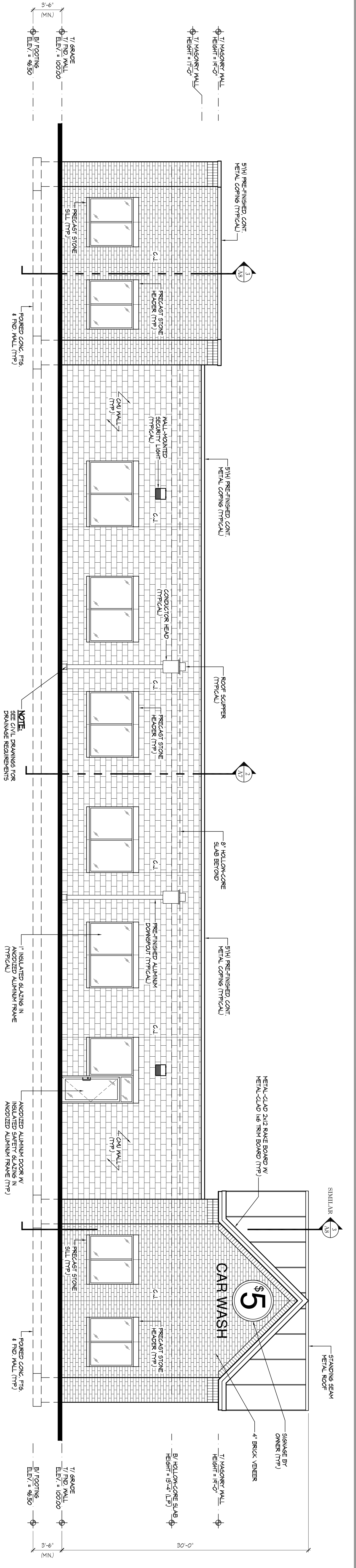
ZONING INFORMATION

ZONING C-2 GENERAL COMMERCIAL DISTRICT
 SPECIAL USE PERMIT REQUIREMENT

- SETBACKS FRONT 10 FEET
- REAR 20 FEET
- SIDE 0 FEET

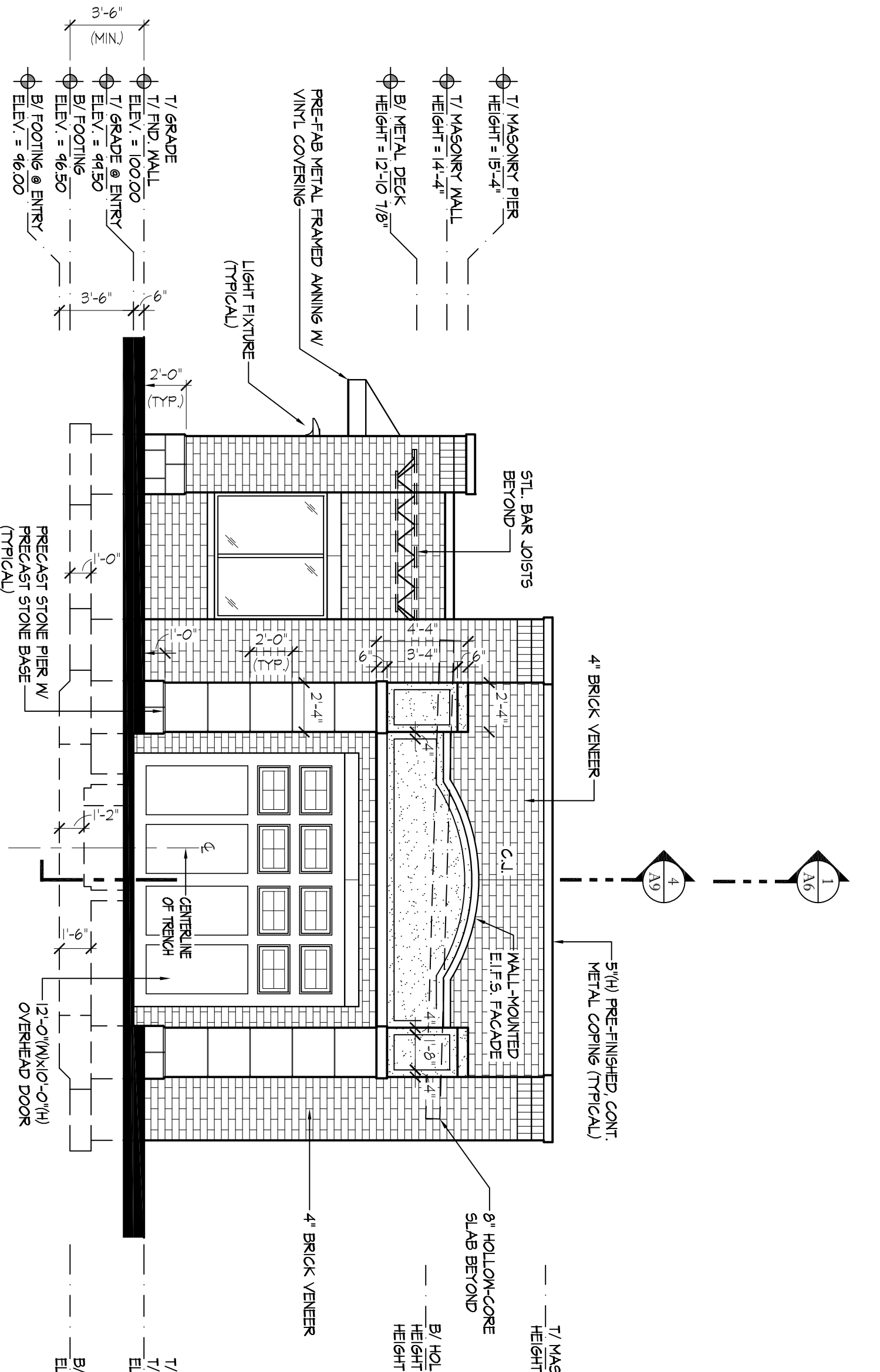


UTILITY NOTE
 EXISTING UTILITIES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY AND ARE NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES. NEARBY UNDERGROUND UTILITIES AS THEY DEEM NECESSARY FOR PROPOSED UTILITY CONNECTIONS AND/OR TO AVOID DAMAGE THERE TO, CONTRACTOR SHALL CALL 'DIGGERS HOTLINE' PRIOR TO ANY CONSTRUCTION.



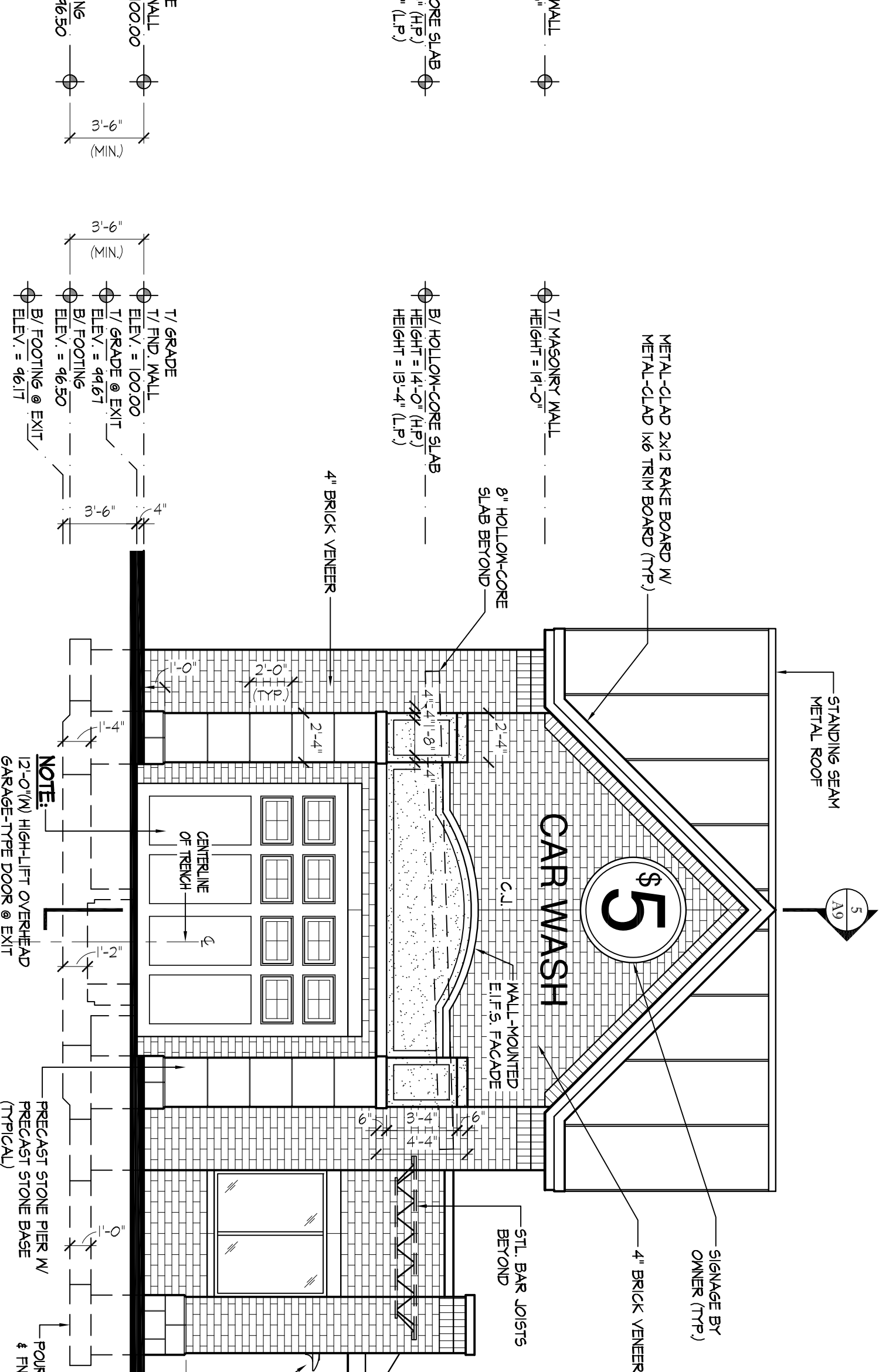
NORTH ELEVATION

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



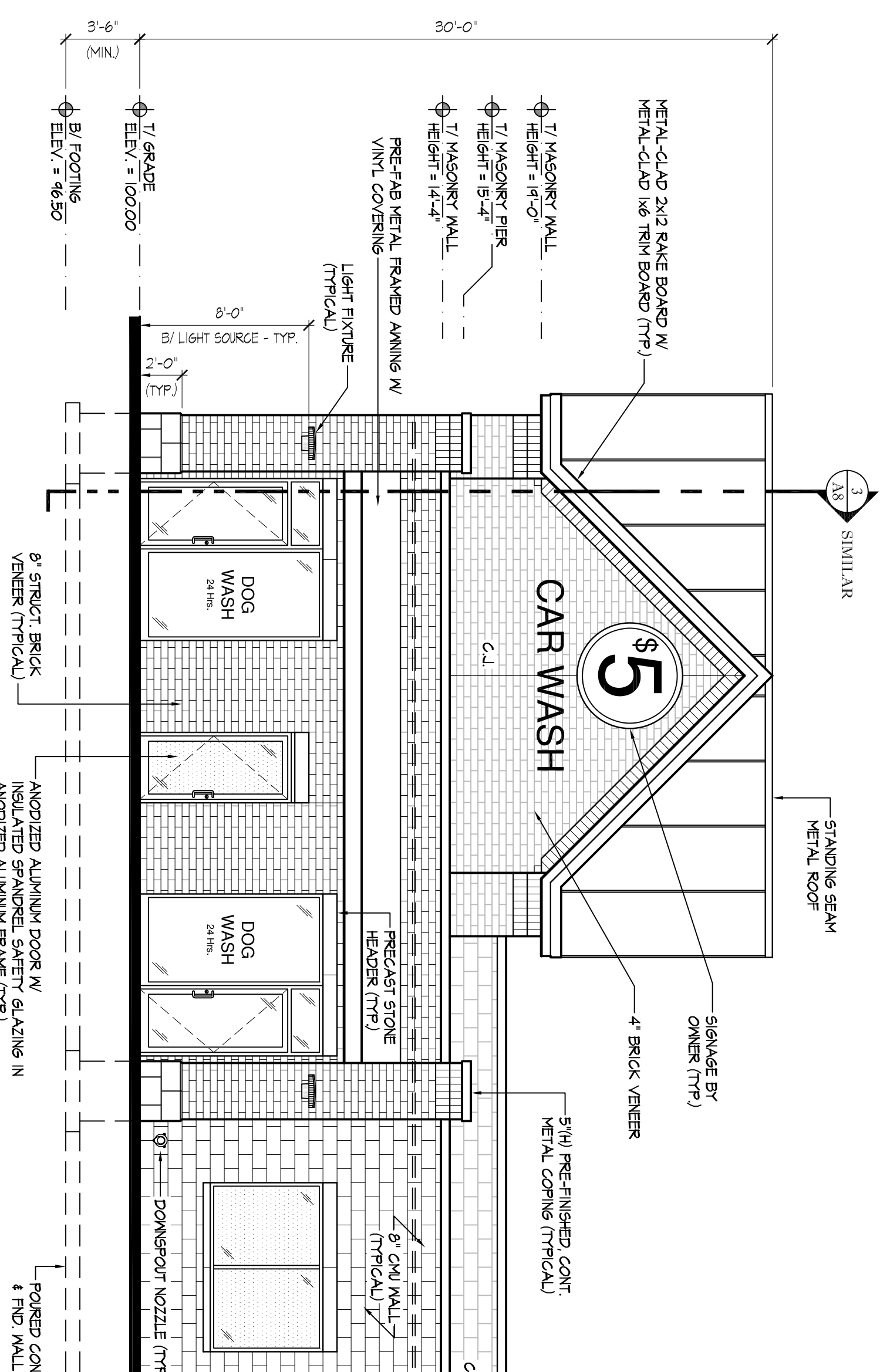
EAST ELEVATION

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



WEST ELEVATION

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



SOUTH ELEVATION

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

EXTERIOR FINISH NOTES

THERMAL AND MOISTURE
 WEATHER BARRIER: TYVEK BRAND™
 DRIPKIT (800) 446-4935
 REBERIZED SHEET FLASHING: BTD 30 XL BUILDING TAPE
 POINT-TO-POINT TAPE: (877) 211-4661
 TRIPLE INSULATED GLAZING SYSTEMS
 THERM-A-SHIELD™
EXTERIOR METALS AND FLASHING
 SHEET METAL FLASHINGS: PRE-FINISHED METALLIC-COATED STEEL SHEET AT EXPOSED AREAS
 METAL FLASHINGS: 26 GA. ALUMINUM
 PHYSICAL PROPERTIES AND COATING PERFORMANCE REQUIREMENTS OF AIAA 2005 COLOR
 SELECTED FROM STANDARD RANGE:
 - BASE FLASHING: 26 GA.
 - FLASHING RECEIVERS: 26 GA.
 - BRK EDGES: 24 GA.
 SOFFITS AND UNDERCUTS OF EXTERIOR DELUGES: PRE-FORMED VENTED ALUMINUM PANELS
 FROM MANUFACTURER'S STANDARD RANGE (800) 722-2525
 PRE-CAST BY: FETTERSON ALUMINUM (OR EQUIVALENT) COLOR AS SELECTED BY ARCHITECT
 GUTTERS AND DOWNSPUTS: STAINLESS ALUMINUM (OR EQUIVALENT) (21) 522-9500
 ROLLEE BY: BRUSH-BRAND BUILDING PRODUCTS (OR EQUIVALENT) (21) 522-9500

EXTERIOR FINISH SCHEDULE

TYPE	MANUFACTURER	SIZE (NOMINAL)	COLOR	WORKS COLOR / TYPE	CRN. CONT. DATE
BRICK	ENDICOTT	STRUCTURAL	19D	VANAL / TYPE 'N'	SONBERSON
VENIER	OR EQUAL	4" x 8" x 16"	19D	(SEE NOTE #2)	SONBERSON
VENIER	OR EQUAL	4" x 8" x 16"	19D	W/VEIL NOTE #2)	SONBERSON
CAW	19D	9" x 6" x 16"	19D	(SEE NOTE #2)	SONBERSON
PRECAST	19D	SEE EXTERIOR ELEVATIONS	19D	(SEE NOTE #2)	N/A

EXTERIOR MATERIAL & FINISH SYSTEM (EIFS)

LOCATION / ID	MANUFACTURER	FINISH	COLOR	COMMENTS
FACE OF BRICK	19D	19D	19D	
CAR ENTRY / EXIT	19D	19D	19D	

METALS

LOCATION / ID	MANUFACTURER	TYPE	FINISH	COLOR
ROOF	PAK-CALO PETERSON	STANDING SEAM	PRE-FINISHED	19D
SOFFITS / EAVES	PAK-CALO PETERSON	FORMED	PRE-FINISHED	19D
GUTTER & DOWNSPOTS	PAK-CALO PETERSON	ALUMINUM	PRE-FINISHED	19D

STORAGE GLAZING

LOCATION / ID	MANUFACTURER	COLOR / FINISH	DESCRIPTION
EXTERIOR DOORS & WINDOWS	KAMNER, FFCO OR EQUIVALENT	19D	GLASS OR CRAGLE / INSULATED GLAZING

NOTES:
 1. INSTALLER TO VERIFY FINISH SAMPLES FOR APPROVAL BY ARCHITECT PRIOR TO INSTALLATION.
 2. TYPE 'N' METALS TO BE USED AT LOCATIONS WHERE MASONRY IS IN CONTACT WITH THE GROUND OR AT TOP OF FOUNDATION WALL.

GENERAL STRUCTURAL NOTES
 1. SEE STRUCTURAL DRAWINGS FOR SIZE & LOCATION OF:
 • STEEL BEAMS, JOISTS, ANGLES, PLATES, LINTELS & BEARING REQUIREMENTS
 • FORMING CONCRETE WALLS, SLABS & RETAINING
 • PRECAST HOLLOW-CORE SLAB BEARING CONDITIONS & BEARING REQUIREMENTS
 2. GROUT SOLID ON BRICK CORERS AT LOCATIONS INDICATED
 3. COORDINATE ARCHITECTURAL DRAWINGS WITH STRUCTURAL DRAWINGS

A2

ISSUE FOR: 2/22/22 REVIEW

ARCHITECT'S SEAL

EXPIRES ON 7/31/2022

PRELIMINARY NOT FOR CONSTRUCTION REVISIONS REQUIRED

Copyright 2022. All Instruments of Service, Including Drawings, Are Owned And The Property Of The Architect. Drawings May Not Be Reproduced Or Copied Without Written Consent Of The Architect.

ROHN ASSOCIATES
ARCHITECTS & PLANNERS
 13177 RHODE STREET
 CEDAR LAKE, IN 46303
 PHONE: (708) 906-4670

APPLETON EXPRESS WASH
 EXPRESS COURT
 APPLETON, WISCONSIN
 54915



MEMORANDUM

TO: City Plan Commission

FROM: David Kress, Principal Planner

DATE: June 2, 2022

RE: Overlapping Extraterritorial Plat Approval Jurisdictions

As described in the Subdivision Ordinance, the City's extraterritorial plat approval jurisdiction includes the unincorporated area within three miles of the City. However, recent incorporations by the Village of Fox Crossing and Village of Greenville have resulted in areas of extraterritorial jurisdiction overlap. Each village has a 1.5-mile jurisdiction beyond their respective municipal boundaries.

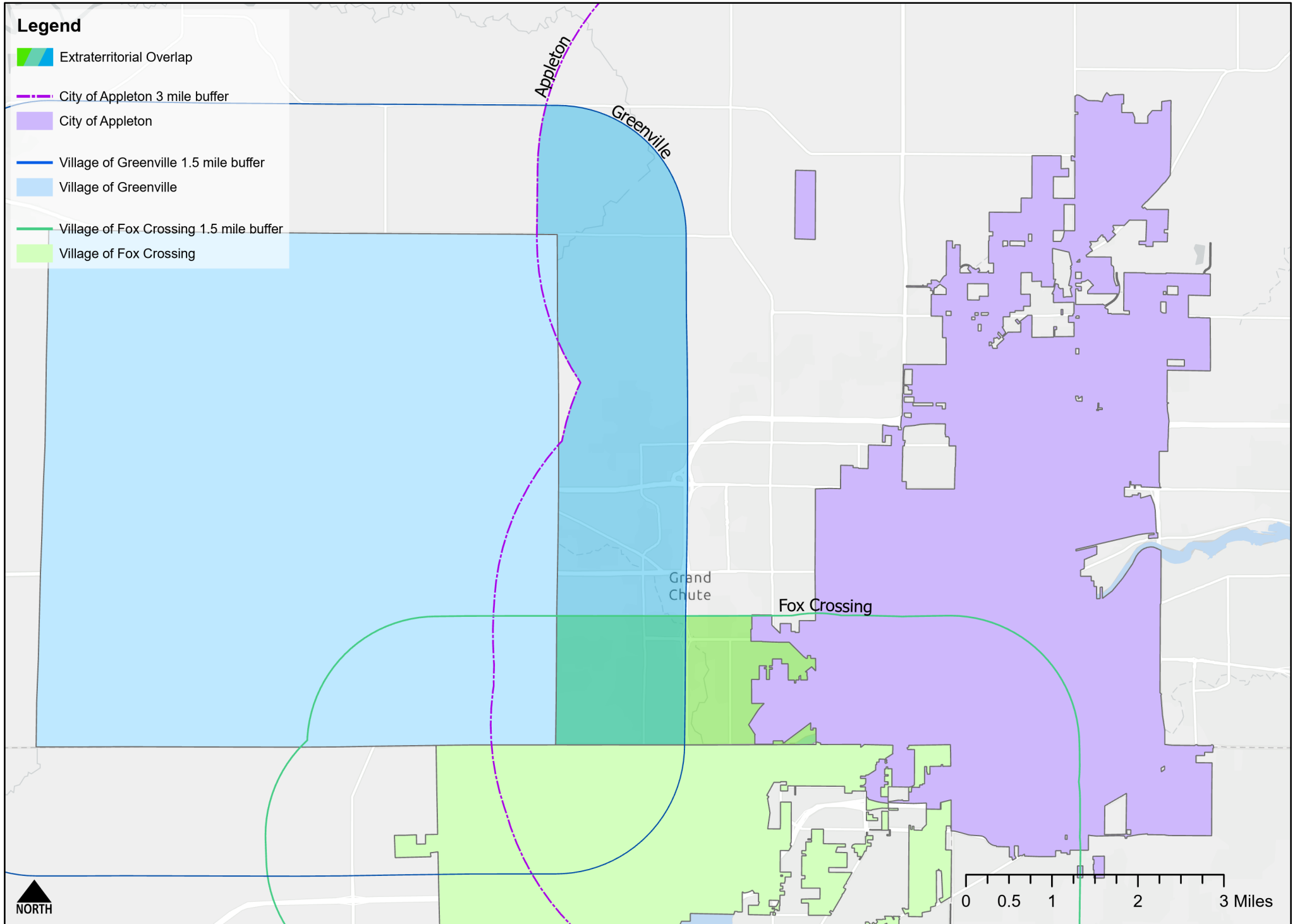
A process is outlined in the Wisconsin Platting Manual for determining review authority when extraterritorial jurisdictions overlap. This process involves establishing a line through the area of overlap that is equidistant from the boundaries of each incorporated municipality. In applying this process to the areas in question, the equidistant lines are irregular in shape and bisect many properties.

In late April 2022, City staff met with staff from the Village of Fox Crossing, Village of Greenville, and Town of Grand Chute to simplify the extraterritorial jurisdictions within the areas of overlap. The goal was to establish clear lines that make it easy to understand which municipality will perform extraterritorial review for future subdivisions. Attached are a series of maps that identify the areas of overlap, the equidistant lines from municipal boundaries, and the proposed "agreed upon" dividing lines to simplify the extraterritorial review areas.

This information is also being presented to the respective Plan Commissions for the Village of Fox Crossing and Village of Greenville. If it is determined that additional steps are needed to formalize the process, this information may come back as an action item at a future meeting.

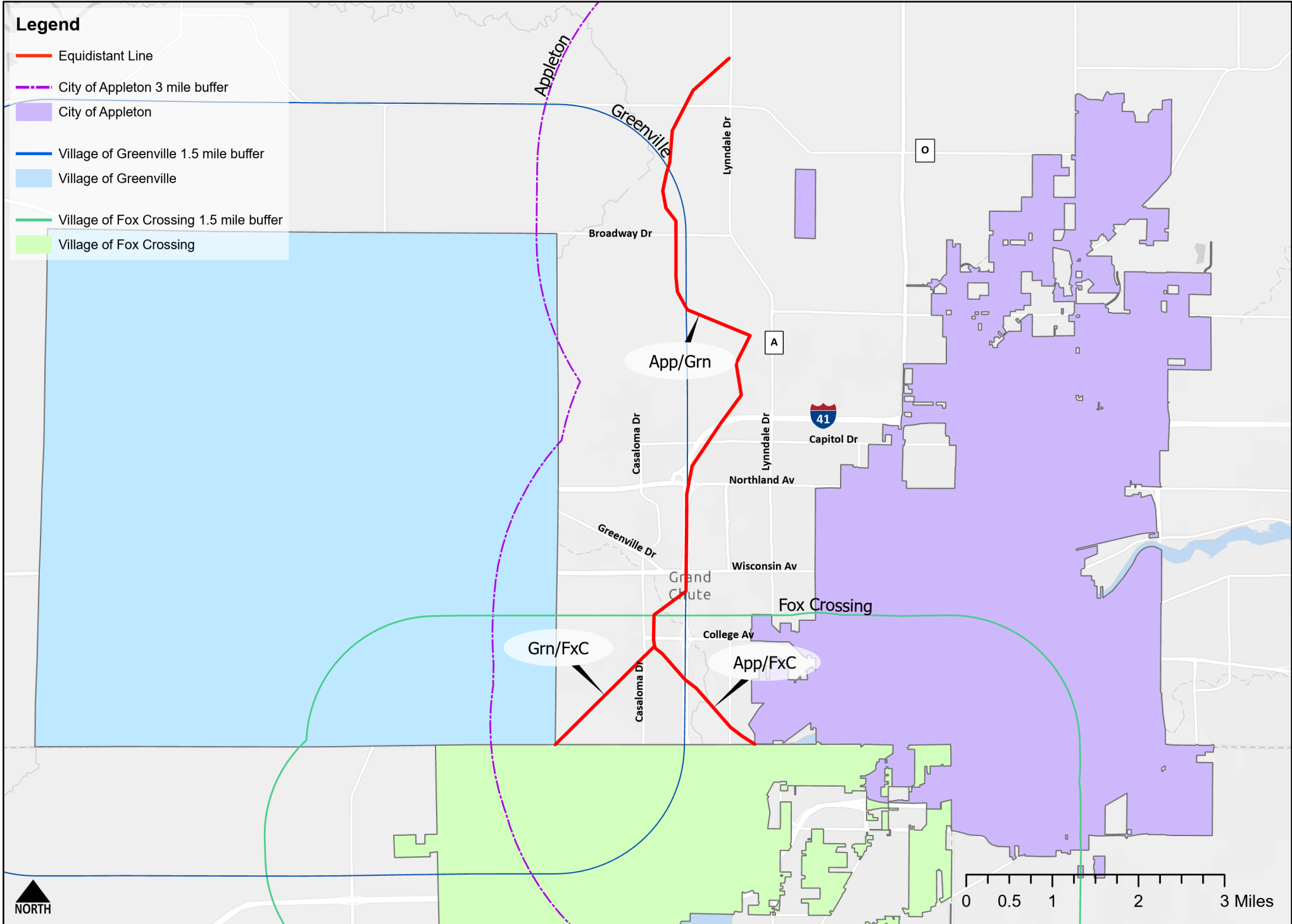
EXTRATERRITORIAL OVERLAP

4/19/2022



EXTRATERRITORIAL OVERLAP

4/19/2022



EXTRATERRITORIAL OVERLAP ARCH - D

