

# City of Chilton Industrial Park Site Design and Development Guidelines

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## Introduction

The goal of the Chilton Industrial Park Site Design and Development Standards Plan is to provide a guide for the managed development of the park; enhancing existing investment and attracting the highest and best uses possible. The plan provides a dynamic vision for the development and maintenance of the Industrial Park.

Site and building design standards for the City of Chilton Industrial Park are a key implementation strategy of *the City of Chilton Comprehensive Plan (1998) and the City of Chilton Zoning Code*. These design standards address the desire of the community to enhance the appearance and function of new development. Design and development guidelines encourage variety while maintaining aesthetic standards and ensuring a high quality design. They are intended to guide the developer/builder through the design development process while preserving the aesthetic character and economic vitality of the area. These design standards include items which impact appearance, landscaping, pedestrian access, building size and details, compatibility with surrounding neighborhoods, and cost effectiveness in design.

The City of Chilton Industrial Park site and building design standards complement the City's Zoning Code by further defining City expectations in the I-2 Industrial District. The text of the complete City Zoning Code is available from the City Clerk.

## Location and Access

The Chilton Industrial Park is located on the eastside of the City of Chilton. The park is accessible from Highway 32, Highway 57, and Highway 151, which connect to Interstate 43 and U.S. Highway 41. The park is also served by rail, the tracks of which are located along the northern edge of the Industrial park. The park is located 34 miles southeast of Appleton Outagamie County Regional Airport, 39 miles south of Green Bay's Austin Straubel International Airport, and 85 miles north of Milwaukee County's General Mitchell International Airport, a full service commercial airport.

The Park consists of about 56 acres of expansion area in addition to the existing industrial areas. The flat topography coupled with a wide range of soil types suitable for industrial development provides an attractive setting for light industrial development and its ancillary administrative offices.

## Purchase Price

The purchase price of land in the Industrial Park is \$3,000.00 per acre. Purchaser must begin construction within two (2) years after closing. If construction has not begun, the city has the option to reacquire the land from the purchaser.

## Revolving Loan Fund

The City of Chilton has a revolving loan fund (RLF) available for those who purchase property for the sole use for developing said property. The amount available is contingent **on** the dollar amount in the fund at the time of request. Interest rate is 5% with up to 20 years to repay. Contact the City Clerk for the City of Chilton for more information.

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## Land Use

Permitted uses include:

1. Manufacturing;
2. Research, development and testing laboratories;
3. Wholesaling, warehousing and distribution;
4. Office operations only if they are an integral part of and a necessary adjunct to a permitted use;
5. Retail sales of products manufactured on site and clearly an accessory use to the primary use of the site;
6. Other land uses may be considered for approval by the Plan Commission if a determination is made that the project fits the development objectives of the City.

## Procedure

The applicant must submit a site plan, grading plan, and landscape plan prior to the issuance of a building permit or site construction. Within thirty days of the application, the Public Works Director shall accept the plans, reject the plans, or request more information.

The Public Works Director will provide a recommendation to **City of Chilton Plan Commission and the Common Council** for their approval. Review of project design is intended to ensure that development in the Chilton Industrial Park complements planned and previous development; as well as, ensuring health, safety, security, and adequate provision service to all property owners in the Park.

## Design Control

No building shall be erected, placed, or altered on any lot until a site plan, landscape plan, and building construction plan have been approved in writing by the Plan Commission and City Council. The plan should be submitted within two months of preliminary approval.

## Basis for Approval

Approval or disapproval of plans shall be based on conformity with the guidelines outlined in this document, including the conformity and harmony of external design with existing structures.

**Due to the investment the City of Chilton has in its Tax Increment Finance Districts and importance to maintain the quality of buildings and industries in its Industrial Park, the City of Chilton assumes the right to accept or reject any development in the city's Industrial Park.**

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## Design and Development Guidelines

The City of Chilton Industrial Park Site Design and Development Guidelines include a framework for building standards, internal circulation, parking, loading, maintenance, site intensity, performance, and landscaping.

### I. Building Standards

#### A. Façade Materials

Façade textures that include brick, stone, glass, or metal are encouraged. Examples include face brick, smooth, tinted precast/poured concrete panels, cut stone, textured and/or colored metal panels and trim, and clear or lightly tinted glass.

#### B. Size

Any building must be at least 5,000 square feet in area and occupy at least 10 percent of the site.

C. Buildings shall be designed by an Architect or Engineer. Facades of all buildings and structures shall be visually pleasing and architecturally and aesthetically comparable with the surrounding environment.

D. Ancillary structures will be permitted only if such structures are necessary to the principal use of the building site, are in architectural and aesthetic conformance with other buildings or structures on the site, are properly screened, and meet all requirements of the City Zoning Code.

### II. Internal circulation

#### A. Access

1. All access points should connect to the interior street system throughout the Park.
2. No new developments shall have direct access on Irish Road/151.

#### B. Materials

All internal circulation surfaces shall be dust-free and hard covered with all-weather bituminous or concrete materials. Internal circulation facilities shall be bordered by raised curbs, except for at-grade pedestrian or bicycle facilities; unless specific approval is granted by the City Council. Internal circulation facilities shall be completed within six months of occupancy.

#### C. Lighting

Internal circulation lighting equipment shall be the same as the Industrial Park street and consistent in illumination intensity.

#### D. Fire lanes

Fire lanes shall be provided as determined by the fire chief. Any fire lane required shall be kept free of use at all times and should supply adequate surfacing for vehicular use.

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## III. Parking

### *A. Orientation*

Parking should promote clear circulation patterns. Parking areas are encouraged to be located on the side or behind buildings and should not be the primary visual focus on the site.

### *B. Amount and type*

1. Parking shall be provided at a minimum rate of one space per employee on site during the largest shift of operation. Parking for more than four spaces shall be marked with standard patterns and colors. Employee parking shall be separated from visitor/short-term parking.
2. Joint parking areas serving multiple sites/uses may be permitted as approved by the City.
3. Parking areas shall not be used for external storage, vehicular storage or for long-term parking; unless specific approval is granted by the Plan Commission and the City Council.
4. Accessible parking shall be provided in conformance with law.
5. Parking areas shall be separated from adjacent roadways green space. Parking areas shall not extend into setback areas. Access throat length shall be a minimum of fifteen feet.

### *C. Materials*

All parking surfaces shall be dust-free and hard covered with all-weather bituminous or concrete materials. Edges of parking areas are encouraged to be bordered by raised curbs, except for connections to pedestrian and bicycle facilities, where at-grade transitions shall be used. Parking surfaces shall be completed within six months of occupancy.

### *D. Lighting*

Parking area lighting shall conform to Sec. II (c).

### *E. Landscaping*

Landscaping of parking areas shall be in conformance with the landscape architecture standards for the Park (included in Section X. Landscaping).

## IV. Loading

### *A. Location*

1. Loading areas shall be entirely contained within the site; no loading function shall be allowed within right-of-way or setback areas
2. Loading areas shall contain sufficient on-site area for maneuvering and shall be physically separated from any adjacent parking area.
3. No loading dock shall face Highway 151 or Irish Road unless the site configuration is unavoidable and is approved by the Plan Commission and City Council.

### *B. Lighting*

Surface finish, separation, landscaping, and access shall conform to parking area standards. Site lighting shall utilize consistent applications, except for loading dock areas where higher intensity illumination is allowed. Light sources shall not be visible; cutoff fixtures shall be used.

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## *C. Use*

Loading areas shall not be used for external storage, vehicular storage or for long-term parking.

## **V. Outdoor Storage**

No outside storage of any kind shall be permitted unless stored materials are screened from all streets with a suitable fence, vegetation, and/or berm treatment. Screening shall be attractive and in keeping with the architectural quality of the main structure. All storage areas should be paved.

## **VI. Signs**

Building signs must comply with City of Chilton Municipal Code, Chapter 16.

## **VII. Maintenance**

Sites, building, and improvements, shall be maintained in a safe, clean, neat, and sanitary condition including all grass, trees and shrubbery. Removal of trash and rubbish from the site should be timely and periodic.

Construction sites should be kept free of rubbish, scrap, and construction materials. Trailers, shacks, and the like shall be kept in a neat and orderly manner. Construction site erosion control shall be in conformance with all applicable laws.

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## VIII. Site Intensity

### A. Site setbacks (per City of Chilton Zoning Code)

Front	15 feet
Sideyard	15 feet
Rear	25 feet

### B. Site Orientation

1. Primary building entrances and facades are encouraged to front onto the principle street right-of-way, with pedestrian connections between the entrance, street, and parking supplied. Parking between the primary façade and right-of-way is discouraged.

### C. View protection

1. Service and storage areas and mechanical equipment shall be protected and screened by architectural design elements. Storage areas or external mechanical equipment shall not be seen from 151 or Irish Road.
2. It is recommended that parking areas are screened from public ways and adjacent development with architectural or landscape elements. Earth berms with integral landscaping elements or structural architectural elements may be used for screening and protection.

## IX. Performance

The manufacture, compounding, processing, packaging treatment, assembly, or storage, of any products or materials is permitted in the I-1 District provided the use is in conformity with the following performance standards:

*A. Refuse*--All waste materials, debris, refuse, unused construction materials, or garbage shall be kept in an enclosed building or properly contained in a closed container designed for such purposes. The owner of vacant land shall be responsible for keeping such land free of refuse and noxious weeds.

*B. Traffic Control*--The traffic generated by any use shall be channelized and controlled in a manner that will avoid congestion on public streets, traffic hazards, and excessive traffic through residential areas.

*C. Drainage*--No land should be developed and no use shall be permitted that results in water run-off causing flooding or erosion on adjacent properties. Such run-off shall be properly channeled into a storm drain, watercourse, ponding area, or other public facility.

*D. Glare and heat*--Any operation producing intense glare or heat shall be performed within an enclosure so as not be perceptible at the property line.

*E. Vibration*- Must conform to the industrial standards set in the City of Chilton Municipal Codes 16.14(10) (a).

*F. Electrical Emissions*- There shall be no electrical emissions beyond the property line that would adversely affect any other use or adjacent property. Emissions shall comply with appropriate Wisconsin Statutes and chapter of the Wisconsin Administrative Code.

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## **X. Landscaping**

### *A. Site*

Landscaping will fully develop an integration of building and site, enhance building architecture at the ground-plane, coordinate consistent landscape treatment along common property boundaries, screen parking and utility structures from off-site view, support individual building identity, and unify development throughout the Industrial Park.

### *B. Parking Areas*

Parking area landscaping should be designed to address aesthetic screening treatments, decrease heat buildup through increased shaded areas, and enhanced perimeter plantings.

### *C. Types*

Landscaping may include grading, earth berms, seeding, sodding, raised planters, architectural decorative walls or fencing, trees and shrubs, ground cover and other landscape materials including permanent sprinkler systems, fountains, storm run-off retention ponds, and landscape lighting.

### *D. Maintenance*

The owner shall be responsible for maintaining all landscaping as approved on the landscaping plans for the site and adjacent unpaved street rights-of-way.

### *E. Time for Completion*

All landscaping shall be completed within ninety (90) days following occupancy, or as soon thereafter as weather will allow if such period occurs within winter months.

## **XI. Repurchasing Rights**

*Failure to Build:* In the event the owner of land purchased from the City of Chilton does not commence construction of a building within two (2) years after the date of purchase, ownership shall revert to the City. If the landscape is altered within the two years after the date of purchase the landscape shall be returned to its original condition and if not prior to repurchase, the City shall retain an appropriate adjustment in price. The City shall pay the following repurchase price: the sum of the original purchase price and all special assessments which may have been paid by the buyer or levied against the property after the date of purchase minus the sum of any unpaid property taxes, proration of the current years property taxes to date of closing, title insurance policy premium or cost of warranty abstract, and any liens and encumbrances on the property of a definite or ascertainable amount. Further, repurchase price shall be adjusted by the amount equal to the amount of an option fee for that year had the property been under option between the City and the Buyer. Conveyance shall be by warranty deed.

*Resale of Vacant Land:* In the event the owner of land purchased from the City of Chilton elects to sell any portion thereof which is vacant, the property shall first be offered, in writing, to the City of Chilton. The City of Chilton shall have sixty (60) days from date of receipt of such offer to accept or reject repurchase of the property unless an extension of time may be mutually agreed upon and set forth in writing. In the event the City does not elect to repurchase the property, the owner may sell the land, but these Declarations of Covenants and Restrictions shall run with the land and be binding on the subsequent owner. The purchase price shall be the same as the original purchase price from the City. Conveyance shall be by warranty deed. The seller shall furnish a title insurance policy at the seller's expense.

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## **XII. Variances**

Notwithstanding anything contained herein to the contrary, the City of Chilton expressly reserves the right at any time to authorize in writing variances from the strict applications of these covenants and restrictions, or any one or more of them, where the circumstances, in its sole and exclusive judgment, justifies the granting of same.

## **XIII. Right to Enter**

The City of Chilton shall have the right to enter upon any building site or other lot within the park for the purpose of ascertaining whether the owner of said site or lot is complying with these covenants and restrictions.

## **XIV. Enforcement**

In the event that the owner fails to perform in accordance with these covenants and restrictions, the Common Council, upon recommendation of the Plan Commission, may take whatever corrective measures it deems appropriate and assess the cost thereof against the property in the same manner as a special assessment or special charge. The Common Council shall give at least thirty (30) days notice to the vendee of any violation and the steps required to correct it prior to taking any action to cure such violation.

## **XV. Invalidation**

The invalidation of any one of the covenants or restrictions herein set forth or the failure to enforce any of said covenants and restrictions at the time of its violation shall in no way affect any of the other covenants or restrictions nor be deemed a waiver of the right to enforce the same thereafter.

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This checklist is to be used as a guide for complying with the City of Chilton Industrial Park Design Guidelines. It is to be used for each individual site plan review application submitted.

The following information shall be required for a complete application. The City of Chilton Industrial Park Design Guidelines and Zoning Ordinance are available at City Hall.

## **Plan Requirements**

**Y**   **N**   **NA**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scale is one (1) inch per forty feet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parcel tax map and lot number and total acreage.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name of the proposed site plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the owner of record.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the City to replace those sheets previously submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Properly completed application forms.  |

## **Proposed Site Plan Information**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sufficient, acceptable information to readily determine the location, bearing and length or every street line, lot line and property boundary line.                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of all building setback lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topography with the contours at two (2) foot intervals.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shape, size, height and location of all existing and proposed buildings.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and description of any existing and proposed easements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and dimensions of all existing and proposed streets, driveways, sidewalks, parking spaces, loading areas, and other facilities associated with the proposed use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed utilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location, type and size of all existing and proposed landscaping and screening  |

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including fences and walls.

- Exterior lighting plan and proposed signs to be located on site, including sign orientation, size, height and elevation view.
- Storm drainage plan and plans for snow removal and storage.
- Construction drawings for pavements, walks, steps, curbing, drainage and other structures associated with the proposed use.
- Temporary and permanent erosion control measures.
- Phasing, if any.
- Amount of excavated material to be removed from site, if any.

## Design

- Use of property.
- Location and dimensions of buildings, structures, lighting, fencing and signs.
- Screening, landscaping and planting, buffers and setbacks.
- Design considerations, colors, materials, size, height and mass.
- Adequate off-street parking and loading, snow removal provisions.
- Adequate walkways and pedestrian access.
- Adequate accessibility to the handicapped.
- Adequate water supply facilities.
- Adequate fire lanes and fire hydrants.
- Adequate sewage disposal, storm water and drainage facilities.
- Adequate landscaping, screening, buffers and transition areas.

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