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MEMORANDUM

TO: Plan Commission
Village of Bristol

Copies to: Randy Kerkman, Village Administrator
Renee Brickner, Village Clerk
Ben Wood, P.E., Village Engineer
Emily Rowntree, P.E., Village Engineer

FROM: GRAEF
Dominic Marlow, AICP, Village Planner

DATE: March 20, 2025 AMENDED

SUBJECT: Review of the following:

- 1) A Certified Survey Map on tax parcels #37-4-121-234-0105 and #37-4-121-234-0106, Village of Bristol, Kenosha County and State of Wisconsin; and
- 2) (Discussion only) A PUD General Development Plan amendment reflecting the lot combination of tax parcels #37-4-121-234-0105 and #37-4-121-234-0106, Village of Bristol, Kenosha County and State of Wisconsin; and
- 3) A Site Plan Review on the newly created tax parcel combined from tax parcels #37-4-121-234-0105 and #37-4-121-234-0106.

I. INTRODUCTION AND BACKGROUND

Jim Purinton, Janko Group (Applicant) submitted a "General Zoning & Land Division & Subdivision Application Form for the Village of Bristol" (6 sheets dated April 10, 2023) for a CSM to combine tax parcels #37-4-121-234-0105 and #37-4-121-234-0106 creating "Lot 11" of the Bristol Business Park Phase, and for a Site Plan Review of a 237,819 Sq. Ft. building "Building 5 A" on the newly created "Lot 11."

Note: In some submittals, the newly created lot is referred to as "Lot 5A" instead of "Lot 11" as referred to on the proposed CSM. This does not affect the site plan review.

For informational purposes, a brief summary of the review of the proposed lot combination and PUD General Development Plan amendment is included in this memo. No Plan Commission action is required on amendments to PUD General Development Plans. This development is located at the northwest corner of CTH Q and CTH U.



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The Applicant previously applied and received approval from the Plan Commission and Village Board for the following on the Subject Property:

- Oct/Nov 2018: Plan Commission and Village Board conditional approval of rezoning to BP Business Park and PUD Overlay and a 7-lot (and 1 outlot) Preliminary Plat including the Subject Property
- May/June 2020: Plan Commission and Village Board conditional approval of a 6-lot Final Plat (and 3 outlots) as amended from the original Preliminary Plat including the Subject Property. Changes include making one proposed lot into an outlot and redefining the L-shaped lot intended for a private driveway as an outlot.
- Various site plan approvals on adjacent properties not including the Subject Property.

The following documents were submitted by the Applicant as part of the "General Zoning & Land Division & Subdivision Application Form":

- a. "General Zoning & Land Division & Subdivision Application Form and project narrative" (13 sheets, dated February 21, 2025)
- b. "Architectural Drawings" (6 sheets, dated February 21, 2025)
- c. "Civil Engineering Drawings and Site Plan" (18 sheets, dated February 21, 2025)
- d. "Landscape Drawings" (6 sheets, dated February 21, 2025, revised March 5, 2025)
- e. "Site Photometric Drawing" (4 sheets, dated February 20, 2025)
- f. "New Lot 5A CSM" (7 sheets, dated February 19, 2025)
- g. "Open Space" (1 sheet, dated March 3, 2025)

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

II. SITE PLAN REVIEW (§13-1-444)

A. Site Plans are required for all developments in the BP District.

B. Dimensional Requirements in the BP District:

Table 1: Dimensional Requirements of the BP District and PUD Overlay

Standard	Required	Proposed
Lot width (min)	150 ft	~600 ft
Lot area (min)	40,000 sq/ft	742,105 sq/ft
Open Space (min)	35%	33% on Lot 11 plus an addition 11% prorated to Lot 11 from open space on Outlots 1, 2 and 3.
Building Height (max)	60 ft	45 ft 1 inch
Street yard (min)	65 ft from highways	88 ft (north), ~175 ft (east), ~160 ft (south)
Side yard (min)	50 ft for structures >35 ft tall	~180 (west)
Rear yard (min)	50 ft for structures >35 ft tall	n/a
Shore yard (min)	75 ft	No applicable shore yards

- a. The proposed site plan conforms to the dimensional standards of the BP District and PUD Overlay on the Subject Property.

C. Design Provisions

- a. Architectural standards: (§13-1-448) The design of new buildings in the BP District is subject to the Architectural Design Standards.
- Building Compatibility: **Conforms**
 - Aesthetic Design of All Building Elevations Required: **Conforms**, all elevations facing public streets are aesthetically designed.

Figure 1: Elevation Rendering



b. Building Scale, Mass, and Façade Articulation

- i. Relative Proportion of a Building with Neighboring Existing Buildings: **Conforms**, 45' is in proportion with nearby buildings. Building is a similar scale to others in the PUD overlay.
- ii. Façade Protrusions/Recesses Requirement: **Conforms**, façade articulations are the minimum 3' in depth and include more than 20% of the façade.

c. Building Entrances for the Public

- i. Defined Entryways: **Conforms**
- ii. Entryway Design Features: **Conforms** by incorporating canopies, projections, and glazing.
- iii. Minimum Number of Public Entryways: **Conforms**, entries are located on corners, meeting the requirement that entries must be included on all public street facades up to 2.

d. Building Rooflines and Roof Shapes

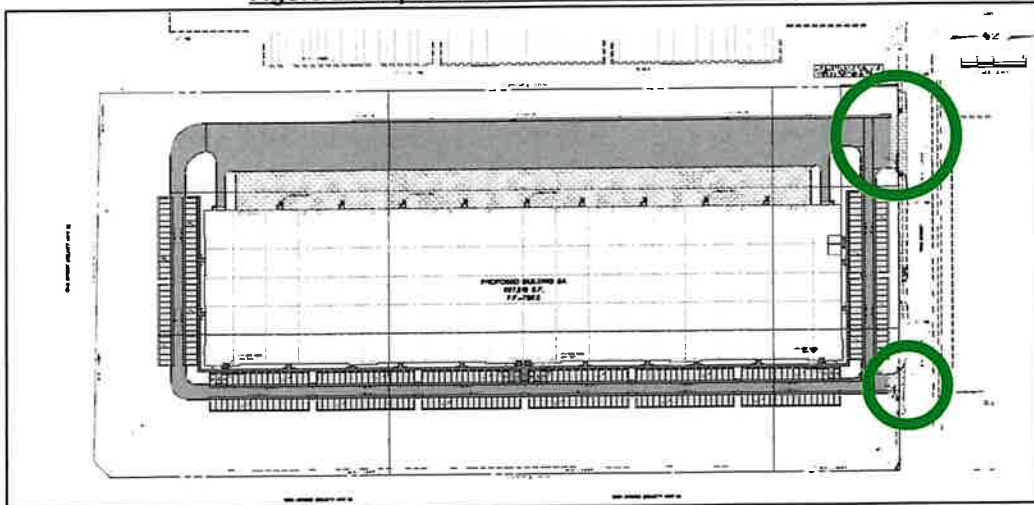
- i. Rooflines to Compliment Existing Area Rooflines: **Conforms**
- ii. Façade Elevation Standards: **Conforms**, there are 3 major rooflines with 6 feet in variation
- iii. Acceptable Roof Line Differences: **Conforms**
- iv. Unacceptable Roof Line Changes: **Conforms**

e. Exterior Building Materials and Materials Compatibility

- i. Full-Size Brick Masonry Units, Natural Stone, or Aluminum Composite Materials (ACM) Required for Building Façade Elevations Which Face a Public Street: The proposed building shows a combination of materials including precast concrete, insulated glazing, prefinished aluminum framing, and metal coping. A variety of grey, navy blue, and earth tone colors are utilized around all four sides of each building adding visual interest to the exterior.
- ii. Material Compatibility: **Conforms**
- iii. Building Elevations Clad with Singular Exterior Surface Material: **Conforms**
- iv. Compatibility With Other Building Facades in Area: **Conforms**

- v. Elevations of Buildings Facing Public Streets and Public Areas: **Conforms**, north, east, and south facades continue the primary architectural features.
 - f. Prohibited Exterior Building Materials: **Conforms**
 - g. Building Colors:
 - i. Color Harmony: **Conforms**
 - ii. Colors: **Conforms**
 - h. Related Building Elements: The building shall be designed in conformity with the standards in §13-1-448 (i-m)
- D. Relationship to Existing and Proposed Streets and Highways:
- a. The proposed plan identifies two (2) separate entrances to the site.
 - i. One general entrance onto 101st St. 30 ft wide driveway. Located directly across from an existing driveway to the north.
 - ii. One loading entrance onto 101st St. 80 ft wide driveway. Located directly across from an existing, narrower driveway to the north.

Figure 2: Proposed Vehicular Access to the Site

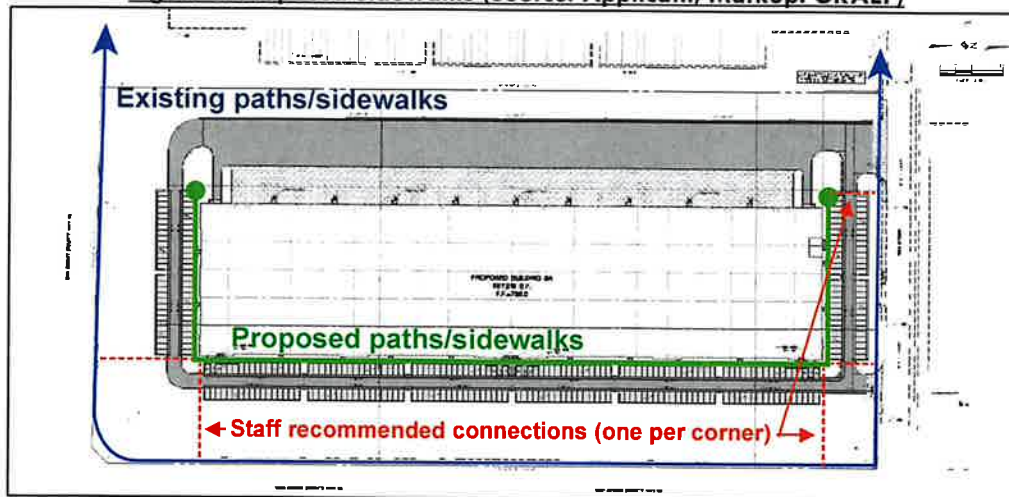


It is the understanding of GRAEF that reviews and comments on all engineering-related aspects of the proposed development are to be accomplished by the Village Engineer. Therefore, GRAEF defers all engineering-related review and comment to the Village Engineer.

E. Layout & Circulation

- a. Sidewalks and Paths: The proposed Site Plan shows sidewalks around the building foundation along all public facing facades. Sidewalks are not shown entering the site. There are sidewalks on the abutting 101st Street and a bike path along CTH Q and CTH U. Given the high visibility and prominence of this building in the Bristol Business Park, it is the opinion of Staff that sidewalks should be included to connect to this existing sidewalk in the right of way in a similar fashion to how they connect to the property directly to the north. Sidewalk or pathway connections should be made on each of the 3 corners indicated in the figure below (one connection per corner is sufficient).

Figure 3: Proposed Sidewalks (Source: Applicant; Markup: GRAEF)

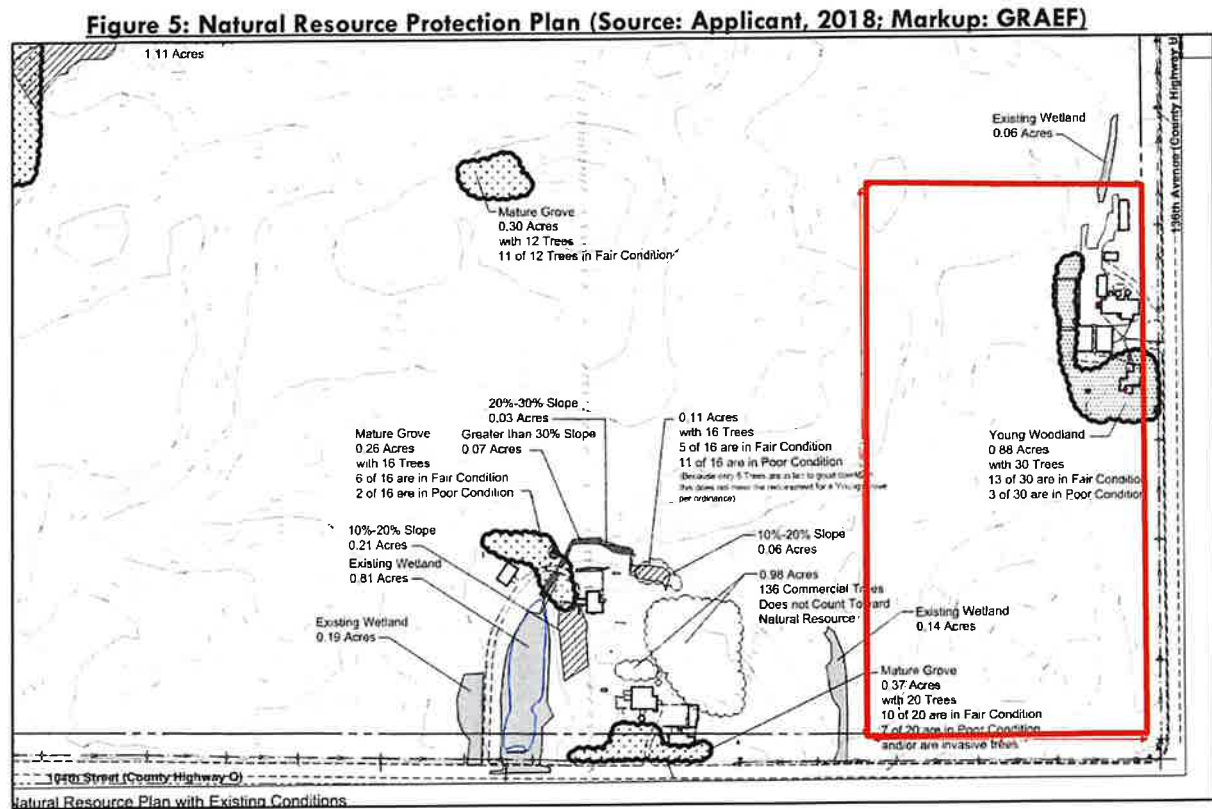


- i. Applicant shall include additional required pathway connections to main entrances from the public way.

Figure 4: Existing pathway connections on abutting properties (Source: Kenosha County GIS)



- F. Impacts on Surrounding Uses: It is the opinion of Staff that no surrounding uses are negatively impacted by the proposed Site Plan. Landscaping standards are reviewed in a further section of this memo where it concerns buffering adjacent streets and properties.
- G. Natural Resources Features Protection: The PUD and original plat for the development included a Natural Resource Protection Plan as shown in Figure 4. Most of the identified natural resources on the plat were outside the extents of the Subject Property.



- Wetlands:** a small segment of wetlands is identified where 110th Street exists today. The proposed means of mitigation was to pay a fee in lieu of mitigation for the total 1.46 of wetlands to be filled on the site.
- Woodlands:** approximately 0.88 acres of young woodlands is identified around the former residential property on the site. These have since been cleared. All woodlands were proposed to be removed and mitigated.

H. Required Landscaping and Landscape Bufferyards: (§13-1-445; §13-1-320 through §13-1-328; Appendix A)

- a. A landscape plan is required for development in the BP District to minimize adverse effects upon adjoining residents or owners. The Subject Property is already partially graded and landscaped with a berm, shrubs, and some trees. Existing vegetation may be counted towards landscaping requirements.
- b. Landscape Bufferyards between Zoning Districts: A type 3 bufferyard is required between the Subject Property and the R-1 Rural Residential District to the south. The Applicant has proposed a Type 4 Bufferyard, opting to use the standards for a Type 4A buffer, **Conforms (reviewed below)**
- c. Street Bufferyards: Type 4 bufferyards are required along the south and east property lines where the property abuts County Trunk Highways Q and U. The following submittal was reviewed in Phase II of the Bristol Business Park regarding landscaping requirements. Some landscaping requirements were deferred until Phase III of development.
 - i. East Bufferyard (Type 4A Proposed): **Does not conform:** The proposed east bufferyard includes 53 fewer understory trees than required. While the proposed number of canopy/shade trees exceeds the requirement by 22, the Village of Bristol permits substitution of one (1) canopy trees for two (2) 2-inch caliper understory tree (counting as 44 out of 53 required), resulting in a **deficit of 9 understory trees or 5 canopy trees**. Permitted plant substitutions are illustrated in Table 4.
 - ii. South Bufferyard (Type 4A Proposed): **Conforms:** The proposed south bufferyard includes 16 fewer understory trees than required. While the proposed number of shrubs exceeds the requirement by 22, the Village of Bristol permits substitution of one (1) shrub for one (1) 1.5-inch caliper understory tree, resulting in no deficit. Permitted plant substitutions are illustrated in Table 4.

Table 2: Proposed Landscaping (East – 1,256 linear feet)

Requirement	Proposed (new)	Proposed (existing)	Proposed (TOTAL)
38 canopy/shade trees	26	34	60 (22 excess)
76 understory trees	8	15	23 (53 deficit)
302 shrubs	0	321	321 (19 excess)
25 ft bufferyard width (min)	>50 ft		
4 ft berm	4 ft berm (existing)		

- i. **Applicant shall submit a revised landscape plan with the required landscaping**

Table 3: Proposed Landscaping (South – 597 linear feet)

Requirement	Proposed (new)	Proposed (existing)	Proposed (TOTAL)
18 canopy/shade trees	23	11	34
36 understory trees	6	14	20 (16 deficit)
144 shrubs	0	168	168 (22 excess)
25 ft bufferyard (min)	> 50 ft		
4 ft berm	4 ft berm (existing)		

**Table 4: Substitution Schedule for Required Plant Materials
(§13 Article I; Appendix A; Table B)**

**Table B
Substitution Schedule for Required Plant Materials**

Required Plant Material Type	Acceptable Substitutions
1 Canopy Tree: Single Stem, or Multi-stem Clump:	2 Understory Trees 2 inch caliper or 2 Coniferous Trees 6 feet in height or 1 Understory Tree 2 inch caliper Plus 1 Coniferous Tree 6 feet in height
1 Coniferous Tree	1 Understory Tree 1.5 inch caliper
1 Understory Tree	1 Coniferous Tree 6 feet in height
1 Shrub	1 Understory Tree 1.5 inch caliper or 1 Coniferous Tree 4 feet in height

- d. Foundation Plantings: **Conforms**, Applicant has included foundation plantings surrounding each of the public facing facades.
- e. Fencing: No fences are proposed.

f. Parking Landscaping:

- i. Minimum Landscape Area Size: **Conforms**
- ii. Minimum Number of Trees (1 per 15 off-street parking spaces): **Conforms**, 28 of 21 required canopy trees.
- iii. Parking area span (13-1-124(f)b.): No more than fifteen (15) parking spaces shall be permitted in a continuous row without being interrupted by landscaping unless otherwise approved by the Plan Commission. **Does not conform**. Neither does the PUD for this development does not include a provision for parking spans greater than 15. Parking spans of 17 are proposed.

- 1. **Plan Commission shall determine whether to allow 17 uninterrupted parking spaces.**

- I. Location and Design of Loading Facilities: **Conforms**. The proposed loading area is behind the principal structure and not visible from the abutting public streets. The design is integrated with the design of the principal structure.
- J. Consistency with the Intent of the Village of Bristol Zoning Code: **Conforms**
- K. Lighting Plan: **Conforms**. The proposed lighting does not exceed 0.5fc at the property line.

III. PARKING AND LOADING

- A. Quantity: Specific Off-Street Parking Stall requirements as described in Section 13-1-243 (c)(2) requires one space for every two employees on the largest work shift. Since these are speculative buildings with no tenants at this moment, no exact employee numbers are known. The Applicant has proposed what they feel is an adequate quantity of parking stalls to accommodate likely users and percentage of office space likely for each building.
 - a. The Applicant is proposing 312 car/vehicle parking spaces, 8 of which are accessible spaces (1.31 spaces/1,000 sq. ft.) and 20 truck docks expandable to 65 docks.
- B. Accessible Spaces: **Conforms**. 8 accessible stalls are required for parking lots between 301-400 spaces. The Applicant is proposing 8 accessible spaces.
- C. Design: **Conforms**. The proposed parking size is 9'x18' standard parking stall dimensions.
- D. Location/Setbacks: **Conforms**. 15.92' street setbacks exceed the 15' right-of-way setback requirement. 48' setbacks exceed the 10' side and rear lot line setback requirement.

Loading Requirements: Loading dock requirements are 1 space per 10,000 SF of building. The Applicant is proposing 20 of the 24 required loading docks, but the building is expandable to 65 docks if necessary. Staff is agreeable the proposed number of loading docks.

A. The original submittal for Bristol Business Park included __ lots. The Applicant has proposed combining Lot 5 with Lot 6. See Figure 6 below. Lot 5 includes frontage on CTH U and 101st St. Lot 6 includes frontage on CTH U and CTH Q. The newly created Lot 11 will include frontage on all 3 streets. ***This lot combination qualifies for a minor lot line adjustment without Plan Commission review, but has been included as a decision item at the Applicant's request.***

Figure 7: Proposed CSM (Source: Applicant)

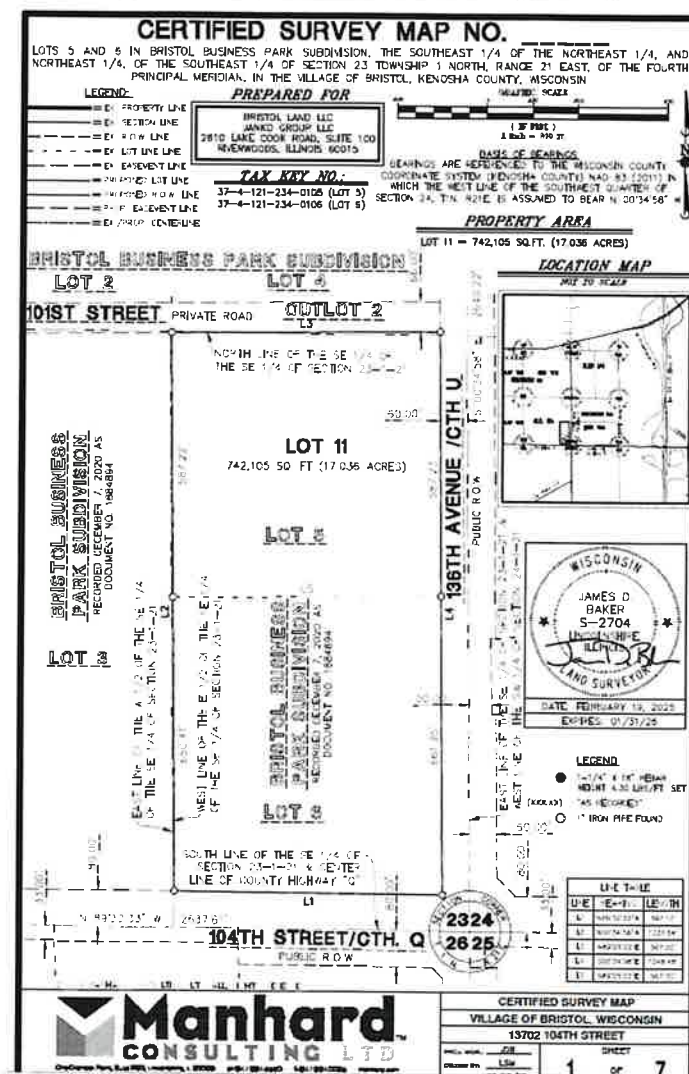


Table 5: Proposed CSM Characteristics

Proposed Lot	Size	Notes
Lot 11	~17 acres	Frontage on CTH U, CTH Q, and 101 st Street

- B. The proposed CSM **conforms** to the dimensional requirements of the BP District and PUD Overlay.
- C. §14-1-35 and §14-1-43 specifies requirements of CSM drawings. The Village Board shall also review the technical review by the Village Engineer in the Strand memo dated March 18, 2025.

V. PUD GENERAL DEVELOPMENT PLAN AMENDMENT (DISCUSSION ONLY)

- A. §13-1-128(l) Major Changes includes the requirements for amending a General Development Plan for a Planned Unit Development (PUD):
- a. Subsequent changes which alter the concept of intent of the planned unit development shall be defined as a "major change" and include, but are not limited to, the following:
 - i. Any change in the boundaries of the PUD District.
 - ii. Any change in the permitted use to a less restrictive use.
 - iii. Any construction of an accessory building or structure that is greater in dimensions than permitted by Article K.
 - iv. Any increase in the number of dwelling units over limits allowed by this Article.
 - v. Any change in the lot area or width requirements which were established at the time of approval.
 - vi. Any change in the yard requirements which were established at the time of approval.
 - vii. Any change in the amount of maintenance responsibility of common open space.
 - viii. Any change in street locations or alignment.
 - ix. Any change in the drainage plan.
 - x. Any subsequent land division.
 - xi. Any change in the final governing agreements, provisions or covenants, agreed upon at the time of approval.
 - xii. Any other change which is determined by the Zoning Administrator to constitute a major change.
 - b. Action on Major Changes. The Zoning Administrator shall forward any major change to the Village Board for approval. Notice of the proposed change shall be given to all current property owners within the planned unit development area, at the expense of the petitioner, and shall be forwarded to any established association, pursuant to the procedures of the submitted association bylaws. Such major change shall be submitted as a new amendment to the PUD Planned Unit Development Overlay District and association general development plan and detailed implementation plan, and shall follow the procedures in this Article for new applications.
- B. §13-1-128(m) Subsequent Land Division: Any division of land or lands within a PUD Planned Unit Development Overlay District shall be accomplished pursuant to the land divisions regulations contained in Title 14 of the Village of Bristol Code of Ordinances. If such division is contemplated at the time of application for PUD District treatment, a preliminary plat of the lands proposed to be divided should also be filed with the Village at that time. Because the proposed land division qualifies as a minor lot combination, submission of a Preliminary Plat is not required. Applicant shall receive approval from Kenosha County for a minor lot combination.



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VI. RECOMMENDATION

Based upon the review of submitted materials, GRAEF recommends that the Plan Commission recommend to the Village Board the **APPROVAL** of the following:

Site Plan Review Agenda Item

- A. A Site Plan on the newly created tax parcel combined from parcels #37-4-121-243-0340, #37-4-121-243-0330, and #37-4-121-243-0309, subject to the following conditions:
 1. CSM is approved by the Village Board;
 2. PUD General Development Plan Amendment is approved by the Village Board;
 3. Applicant shall include additional required pathway connections to main entrances from the public way;
 4. Applicant shall submit a revised landscape plan with the required landscaping;
 5. Any and all technical deficiencies shall be corrected;
 6. All applicable Village of Bristol application and review fees shall be paid by the applicant;
 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; and
 8. The applicant shall address the items listed in the memo from Strand dated March 18, 2025,
- B. Optional conditions to be included or stricken by the Plan Commission:
 9. The Applicant shall revise the site plan to include no more than 15 uninterrupted parking spaces.
 - a. Plan Commission shall determine whether to allow 17 uninterrupted parking spaces.



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Certified Survey Map (CSM) Review Agenda Item

A Certified Survey Map on tax parcels #37-4-121-234-0105 and #37-4-121-234-0106, subject to the following conditions:

1. Any and all technical deficiencies shall be corrected;
2. All applicable Village of Bristol application and review fees shall be paid by the applicant;
3. 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; and
4. The applicant shall address the items listed in the memo from Strand dated March 18, 2025.

PUD General Development Plan Amendment Agenda Item

No Plan Commission decision; to be reviewed by Village Board. Approval recommended



Strand Associates, Inc.®
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Milwaukee, WI 53202
(P) 414.271.0771
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March 18, 2025

Mr. Randy Kerkman, Administrator
Village of Bristol
19801 83rd Street
Bristol, WI 53104

Re: Plan Commission Submittal Comments—March 25, 2025
Preliminary Plan Review Comments for Bristol Business Park—Lots 5 and 6
Tax Key IDs 37-4-121-234-0105 and 37-4-121-0106
Village of Bristol, Wisconsin (Village)

Dear Randy,

On behalf of the Village, Strand Associates, Inc.® has reviewed the most recent documents prepared by Manhard Consulting (Manhard) for Bristol Land, LLC. The comments in this letter will focus on preliminary plan review comments relative to the March 25, 2025, Plan Commission meeting.

Information Reviewed

1. Proposed Improvements for Bristol Business Park—Building 5A—Dated February 21, 2025
2. Certified Survey Map—Dated February 19, 2025

Information Not Reviewed

1. Items such as the number of parking spaces, number of driveways, screening, landscaping, zoning, setbacks, green space requirements, building architecture and aesthetics, and signage will be reviewed by the Village Planner.
2. Sanitary and water information were not reviewed in detail because the Village of Pleasant Prairie is the reviewing authority for these items.

Standards Used

1. Current version of the Village Code of Ordinances
2. Village Erosion Control and Stormwater Management Requirements
3. Chapter NR 151 of the Wisconsin Administrative Code—Runoff Management
4. Village Standards and Specifications for Development

Summary and Recommendation

The following comments should be addressed when submitting final engineering drawings for the Village's engineering plan review. These comments should not impact actions taken by the Plan Commission. This list may not be all-inclusive, and additional comments or questions may result after a submittal addressing the comments. Manhard should submit a response letter that includes a numbered list of responses to these comments to expedite future reviews.

Mr. Randy Kerkman, Administrator
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General Engineering Comments

Provide the following, when available:

1. Americans with Disabilities Act (ADA) grading detail as indicated in the Index of Sheets.
2. Architectural drawings.
3. Truck turning movements.
4. Lighting drawings.
5. Storm sewer sizing calculations for the 10- and 25-year storm events.

Specific Engineering Comments on Proposed Improvements for Bristol Business Park– Building 5A Drawings

Sheets 2 and 3–Existing Conditions and Demolition Plan

1. The area surveyed as “ice perimeter” is from the temporary sediment basin constructed during mass grading to serve as an erosion control implementation.

Sheets 4 through 6–Site Dimensional and Paving Plan

1. Show the setback lines.

Sheets 7 and 8–Grading Plan

1. Provide slopes on the accessible parking stalls to review for compliance with ADA standards.
2. The proposed flared end section (FES) at the southwest corner of the site appears to discharge to a low point at elevation 725 feet. Clarify how the ditch along the western edge of the site is intended to function, as it appears there will be standing water at several storm sewer outlets along the ditch.

Sheets 10 and 11–Utility Plan

1. Provide additional elevation information at utility crossings.
2. Provide additional information on the water main such as fittings, appurtenances, and elevations before the drawings are sent for the Village of Pleasant Prairie’s review.
3. Show restoration of the asphalt path at the intersection of 101st Street and County Trunk Highway U due to disturbance from the sanitary sewer installation.
4. Label the size and slope of the second storm sewer pipe leaving manhole (MH)-1 to the west and clarify whether this pipe is intended to divert flows from the 24-inch pipe. The proposed utility plan shows a 30-inch storm sewer connecting into MH-1 and a 24-inch storm sewer leaving the MH.
5. Label the proposed storm sewer pipe between MH-3 and MH-2.

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Sheets 12 and 13–Soil Erosion and Sediment Control Plan

1. Provide riprap at the proposed FES at the southwest corner of the site.
2. Confirm that the proposed MHs along the western edge of the building will have closed lids and do not require inlet protection.

Certified Survey Map


1. Confirm whether the section description on the pages should just be southeast 1/4 of the southeast 1/4 because the lot appears to only be in that quarter section.
2. Confirm whether there are any “recorded as” bearings or distances to show because all monuments are found on Sheet 1 in the Line Table.
3. Confirm whether the references to Old Dominion Freight Line, Bristol East LLC, and Weil, Gotshal & Manges LLP need to be updated on Sheets 6 and 7.

If you have any questions, please call 414-271-0771.

Sincerely,

STRAND ASSOCIATES, INC.®


Emily A. Rowntree, P.E.


Anna T. Sadowski, P.E.

