

# Memo

To: Village Board

Fr: Tracy Flucke, Administrator

Re: Final Approval of Site Plan Review for Wyndemere Estate – 3001 Riverside

Date: September 24, 2013

Wyndemere Estate -3001 Riverside Drive is adding on to several of their buildings and went to Plan Commission last night to complete the first step in the Site Plan Review Process. Village Board is now asked to approve their site plan.

Plan Commission's recommendation on approval is as follows:

- 1) Relocation of dumpsters so they are not adjacent to a residential neighbor.
- 2) Set back on east side to be at least 5 feet
- 3) Owner must work with neighbors to determine how the buffer will be taken care – shrubs, trees, fence etc.
- 4) Retaining walls shall be built using a decorative brick to match the brick on the building.
- 5) Access point to neighborhood on the east side should be shown on the site plan.
- 6) The ground mounted mechanical units shall be screened (landscaped) with approval by the Village Forester.
- 7) Landscape plan approved by the Village Forester. (Brad has approved)
- 8) Stormwater and erosion control plan must be developed for the whole property and approved by the Public Works Director.
- 9) Lighting plan and green space requirement reviewed and approved by the Building Inspector
- 10) Must complete a CSM to combine property into one parcel.
- 11) Must get a new driveway access permit from DOT – existing one has expired.
- 12) All staff comments on attached memo and letter from the Fire Inspector must be incorporated in approval.
- 13) Bicycle parking add with a rack to hold at least six (6) bikes
- 14) Obtain all approvals for wetland mitigation.

After the Plan Commission review and comments, I went back to the Fire Inspector and Building Inspector for them to check over the slightly revised plans once more. There is a concern on the Fire Inspector's part in regard to the 12ft driveway and he would like to see it be at least 14ft wide. This then affects the recommended 5 foot setback on the east side requested by the Plan Commission back to the 3 foot as originally designed. The Building

Inspector does not have a problem with the three foot setback due to the fact there is no required setback for paving. The Building Inspector does not have a problem with the lighting plan and the proposed foot candles and spill light.

He is also in the process of reviewing the green space and total lot coverage to determine exactly where they are at in that regard. I will bring his determination to the meeting.

Attached are the site plans for the project area. I have also included an aerial photo of the site to help in your review.

Village Board is asked to approve the Site Plan for Wyndemere Estate with the listed additions and any others you would like to include.

TO: Mark Nysted, Keller Inc.

Randall Monfort, Wyndemere Estate

FR: Tracy Flucke, Administrator

RE: Staff Site Plan Review for Project

Date: August 14, 2013

Follows are the notes from our August 8, 2013 staff consult meeting for the Wyndemere Estates project.

Fire Department: Letter dated August 8, 2013 is attached.

Building Inspection and Administration:

- 1) Second access off Riverside – provide letter from state giving approval for additional access.
- 2) Building Materials – vinyl siding is approved to use – must match existing siding
- 3) Building facing Riverside Drive – must be brick- no vinyl siding allowed on west facing building sections
- 4) Landscaping plan needed
- 5) Lighting plan needed – including placement of fixture, type of fixture, pole height, wattage and coverage
- 6) Parking plan showing handicapped parking spaces – note new spaces must meet current code size requirements.
- 7) Lighted Sidewalk required on driveway leading to new south parking area.
- 8) New plans and all Site Plan review materials must be received by noon on September 16<sup>th</sup> to be placed on the September 23<sup>rd</sup> Plan Commission meeting.

Public Works Department:

- 1) Preliminary storm water concept plan must be completed and submitted for review.
- 2) Erosion control plan must be submitted as part of storm water management plan.

Please get back to me with any questions or clarifications. I can be reached at (920) 448-2800 or by email [tracy@villageofallouez.com](mailto:tracy@villageofallouez.com)

I look forward to working through a successful building process with you both.



Fire Department

Fire Marshals Division  
Captain Joe Gabe

August 8th<sup>st</sup> 2013,

Tracy Flucke-Administrator  
Village of Allouez  
1900 Libal Street  
Green Bay, WI 54301-2453

RE: Fire Site Plan Reviewer comments Wyndemere Estate Addition

Dear Ms. Flucke,

Attached are the GBMFD requirements for the Wyndemere Estate Addition:

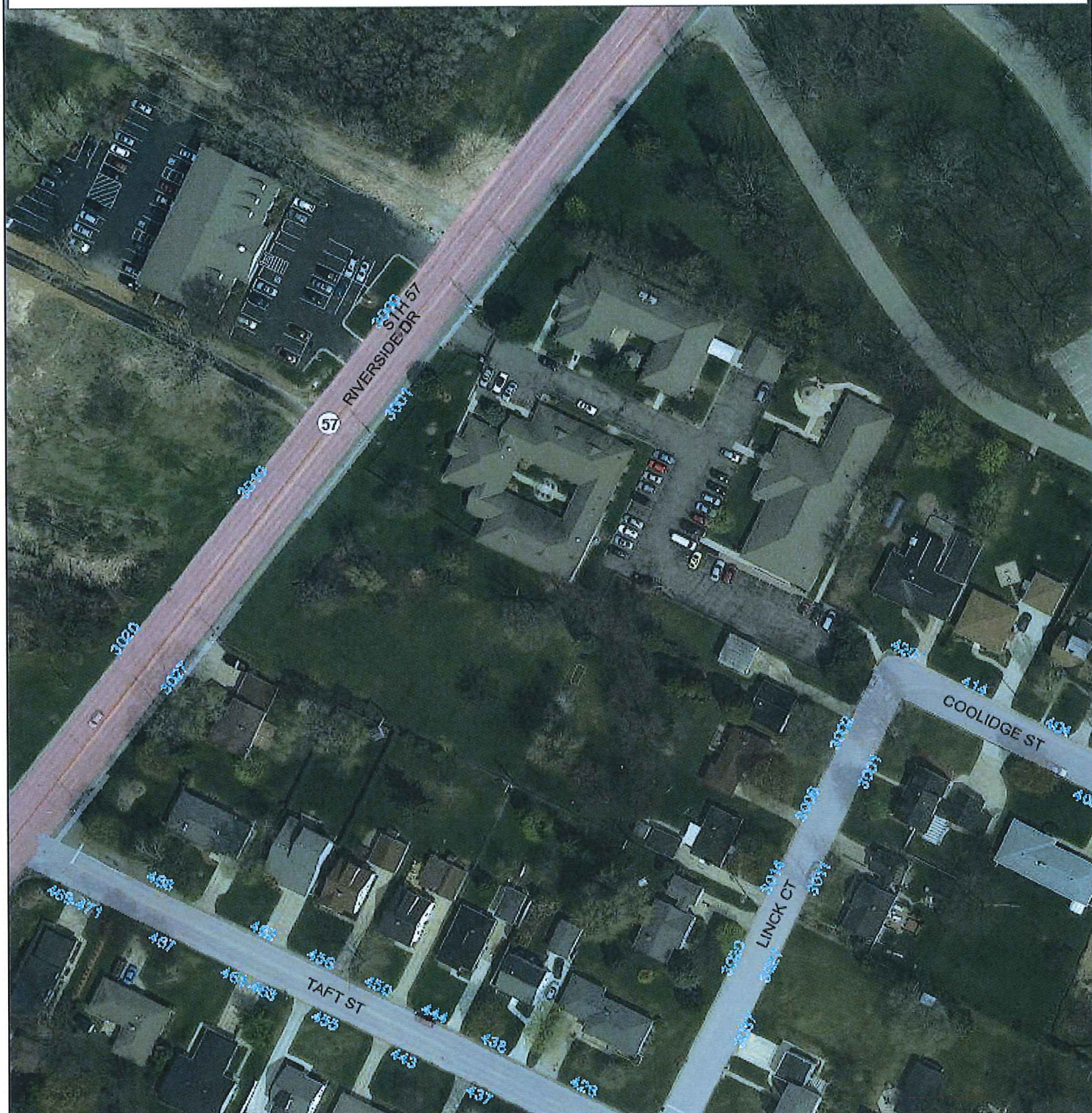
- GBFD requires that all FDC and Standpipe connections are five inch Storz brand connections. If the FDC or Standpipe connection is higher than 36 inches above finished grade, then you will be required to install one thirty three and a third down degree angle connection on the five in Storz connection. IFC 903.3.7.
- GBFD will require a Knox box brand lock box on the first building entrance of the driveway. The Knox Box brand locking boxes can be purchased by calling (920) 448-3280 and requesting a Knox Box brand locking box packet. IFC #506.1 and 506.1.1.
- CO detectors will be required to be hardwired in to the facility per Wisconsin State Legislative Act 205 which has been in effect since October 1<sup>st</sup> 2008.

If you have any questions please feel free to contact the Green Bay Fire Metro Marshal's Office at (920)448-3289.

Respectfully,

Captain Joe Gabe  
Fire Marshal's Office  
Green Bay Fire Department  
Phone-(920)448-3289

# <Title> Wyndemere Estates



Map provided by the Brown County Planning & Land Services Department - Land Information Office (LIO)

A map key (legend) and other information about this map is available at: [maps.gis.co.brown.wi.us](http://maps.gis.co.brown.wi.us)

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09/24/2013  
Scale 1:1200