

Memo

To: Plan Commission

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: Site Plan Review for Hilltop Cornerstone Apartments

Date: 21 April 2014

Attached are Site Plan Review documents and the necessary plan sets depicting the proposed development plans of a 48 unit apartment building by Hillcrest Homes at 3415 Hilltop Way. Representatives from this development met with village staff to ensure plan sets met proper zoning ordinances and building requirements. Village staff asked the representatives to modify their original plan sets to meet the following criteria listed below so as to be compliant with village ordinances.

- Captain Joe Gabe, Fire Marshall:
 - Please see attached.
- Craig Berndt, Public Works Director:
 - Recommends to see if current catch basin configuration in the existing parking lot will work for new parking design (please see attached).
 - Recommends to direct building runoff to the north side. Berndt suggested that an underground water storage/buried detention be looked into if feasible – better aesthetics and easier maintenance (please see attached).
- Brad Lange, Parks and Recreation Director:
 - Requires an updated landscaping plan with new sign design, current berm layout, existing trees marked, and ATC acceptable plantings under the power lines that will also shade lights to neighboring property.
- Dan Coffey, Building Inspector:
 - Requires checking on unit sizes of apartments. The zoning code requires 1 bedroom units in a high density district to have a minimum of 700 sq. ft. The zoning code also requires that units with 2 or more bedrooms have a minimum of 1000 sq. ft. (specifically units 8 and 18 on both levels).
- Planning:
 - Recommends a concrete pad be laid 10 ft. out from the dumpster to prevent wear from heavy equipment.
 - Recommends reviewing walkway lighting – low post/bollard lights would be allowed along walkways.
 - Requires the sidewalk in the front of the building, facing Hilltop Way, to be handicap accessible to the street – no handicap parking on the street is required

at this time. Walkway lighting should be added to this walkway to match other sidewalks on the property.

- The current sign design is up to code. The village would allow Hillcrest to upgrade the sign design to a brick material that matches the building's exterior if desired.
- Recommends that the handicap parking and the sidewalks entering the building align more congruently.
- Requires that all plan sets are up to date and consistent.

Please note items listed are not all inclusive but only the major items we discussed at the original staff meeting. The developer must still be in compliance with all village zoning code and Site Plan Review requirements as addressed in village ordinances.

A secondary discussion was held when the final plan sets for the Plan Commission were delivered on Monday, April 21st. Village staff discussed other issues that should be looked at and addressed accordingly with the submittal of the official plan sets for the Site Plan Review process. These issues are listed below.

- Snow removal might be cumbersome with current location of dumpster – recommends to move so as to border the garages on the west side if possible (would need ATC letter of clearance of overhead power lines).
- The developer must also have an ATC letter of clearance for landscaping before Village Board approval.
- Sidewalk parallel to parking lot must either have a curb or be widened to be handicap accessible, compensating for vehicle overhang on sidewalk.
- The west entrance must either be blocked or have a tracking pad if used during construction project.
- Inlet protection must be in place during construction on the stormwater inlets in the south and west corners of the property.
- A garage detail must be included and brought to the plan commission meeting – the garage count is already 1 short of the required 48 garages and the overall location may be an issue pending the ATC letter of clearance.
- The jog/leg in the sidewalk entrance facing Hilltop Way must be on the owner's property and not in the right-of-way.
- There must be a consistent 1 foot candle of light along all sidewalks on the property.
- Floodzone must be depicted on the landscape, erosion control, and grading plan sets for village staff review.

Plan commission is asked to make a recommendation in regard to the Site Plan Review. Please come to the meeting prepared for a recommendation to the Village Board to approve, approve with conditions, or deny the application.



Fire Department

Fire Marshals Division
Captain Joe Gabe

April 17th 2014,

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

RE: Revised Fire Site Plan Reviewer comments on Hilltop Apartments

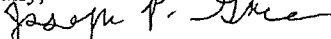
Dear Mrs. Flucke,

Attached are the GBMFD requirements for the new Hilltop Apartments:

- GBFD requires that all FDC (Fire Department Connections) 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 to prevent hose kinking in the five inch supply line to the fire department connection. IFC 903.3.7.
- GBFD will require a *Knox Box* brand lock box on the Main rear entrance to the building with a possible second one located near the mechanical room that contains the sprinkler control valves. A second *Knox Box* would be required if there is an access door from the exterior from the building directly into the room that contains the Fire Department Connection Valves. 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.
- The south corner of the access road into the parking lot near the bike and moped rack appears to be a tight fit on the site plan for some of our apparatus to make the corner. I have added the most challenged Apparatus Specification sheet for the most challenged apparatus (Largest ladder in Green Bay Metro Fire Inventory). This will ensure that GBMFD largest Ladder Company can make the south corner out of the parking lot on to the access road leading out to Hilltop Way. IFC 503.2.4
- If the Apartment Buildings contains fuel fired appliances, 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 1st 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