

Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: SITE PLAN REVIEW FOR VILLAGE VIEW APARTMENTS, 3415 HILLTOP WAY

Date: May 29, 2014

Attached is the Site Plan Review proposal for Hillcrest Homes' apartment development at 3415 Hilltop Way. The Site Plan Review proposal was recommended for approval with conditions by the plan commission at the April 2014 meeting. The conditions by both the plan commission and the village staff, as well as the actions Hillcrest Homes has taken to meet these conditions are listed below.

- The plan commission requires a heavier gauge vinyl siding (.044) on the rear sections of the garages shall be used.
 - Hillcrest Homes has agreed to use this siding.
- The plan commission and village staff require Hillcrest Homes have an American Transmission Company (ATC) letter of clearance, approving the site plan design for landscaping, dumpsters, buildings, and easements located under the high lines before Village Board approval.
 - Lower level power lines run through the south end of the property and severely limit what can be placed directly underneath the power lines and within the wire zone (the area measured 19.5-20 feet horizontally from the outermost wire) – no permanent structures, no alteration of elevation, and no plantings which will reach a mature height larger than three feet. Hillcrest redesigned the garages, landscaping, dumpster location, and parking to accommodate these requirements. Hillcrest has received the proper design approvals from ATC.
- The plan commission recommended that alternative options for meeting fire access codes be explored.
 - The original site plans submitted had a second drive access connecting to Hilltop Way as a way to meet the fire access codes. Neighboring residents expressed their concerns with this drive access. Hillcrest Homes has worked with the Green Bay Fire Department, village staff, and ATC to obtain a turnaround design that works for all parties.
- The plan commission and village staff require a minimum of 1 foot candle lighting along the first 50 feet of any ingress/egress sidewalks from the building, as well as along all lengths of sidewalk that are above parking lot grade. Hillcrest Homes is also required to have a minimum of .5 foot candle lighting in all other paved areas for traffic.

- An average of 1 foot candle has been obtained in all paved areas of the property. This area includes all sidewalks, the parking lot and turnaround area, the scooter/motorcycle parking, and the dumpster area.
- The village staff recommended moving the dumpster as to border the garages on the west side if possible. Village staff foresaw snow removal and storage being cumbersome with the original configuration.
 - The original location of the dumpster was also not approved by ATC. The new designs show adequate snow storage options and the location of the dumpster is approved by ATC.
- The village staff recommend the sidewalk parallel to the parking lot have either a curb or be widened to be more handicap accessible – compensating for vehicle overhang on the sidewalk.
 - ADA requires a sidewalk to be 5 feet wide. The ADA requirement is consistent with village ordinance. Hillcrest Homes has followed the village staff's recommendation and made the sidewalk 6 feet wide to compensate for vehicle overhang and accommodate pedestrian traffic.
- The village staff required the west entrance either be blocked or have a tracking pad if constructed during construction project.
 - This issue was resolved with the drive access to Hilltop Way being removed from the designs.
- The village staff requires inlet protection be in placed on stormwater inlets and catch basins during construction.
 - These inlet protections are shown on the erosion control plan set.
- The village staff required the flood zone be depicted on the erosion control and grading plan sets for review.
 - Hillcrest has depicted the flood zone on erosion control and grading plan sets.
- The village staff approves the proposed sign design.
 - The current sign design is up to code, but the village staff would allow Hillcrest to upgrade the sign design to a brick material that matches the building's exterior if desired.
- The village staff recommended submitting a rendering or a picture of an example dumpster enclosure with the plan sets to the Village Board. The village staff requires the enclosure to be consistent with codes highlighted within village ordinances.
 - A picture of an example dumpster has been provided with the plan sets. Hillcrest will revise the dumpster enclosure to side the structure with the same siding as the garage, and the gate will be a slated mesh gate. This design is acceptable to meet code requirements.
- The village requires 48 parking stalls (one per apartment unit) and a minimum of two handicap parking stalls in addition. The village staff requires the size of the parking stalls to meet village code (not less than 10 feet in width by 20 feet in length).
 - Parking stalls were widened to comply with the village code.

- Hillcrest also has 48 parking stalls and 4 additional stalls being designated for handicap use only.
- The village requires 48 garages (one per apartment unit). The original plan sets depicted 47 garages, one less than the required garages. The village also requires each individual garage be a minimum of 12 feet in width.
 - The current designs show the correct size and number of garages (48 stalls total at 12 feet wide).
- The village staff recommends providing an additional light specifically for the motorcycle/scooter parking pad.
 - Hillcrest Homes has complied with this recommendation and added an additional light to the motorcycle/scooter pad and to the dumpster area.
- The staff required clarification as to what light will be used in the turnaround area south of the dumpster.
 - A spec of the light is provided with the plan sets submitted for the Village Board.
- The plan commission and village staff require Hillcrest Homes to meet all of Green Bay Fire Department's requirements throughout the building process.
 - The turnaround configuration has been approved by Captain Joe Gabe of the GBFD. Installation requirements will be taken care of during construction. These requirements must be completed to obtain the building occupancy permit. The fire requirements have been met with this submittal.
- The plan commission requires the landscape plans be approved by the Parks, Recreation & Forestry Director, Brad Lange.
 - The landscape plans have been approved by Brad Lange. The plans show correct green space (50%) and vegetation. The plans also have more than enough trees required – 41 trees are required based on square footage, and the plans show 47 trees total.
- The plan commission required the stormwater design be finalized and approved prior to issuance of any building permits.
 - The stormwater management plans were approved by Craig Berndt, Director of Public Works, on 05/29/2014. Approval of these plans meet these conditions.
- The plan commission and village staff require the necessary permits from Brown County for filling in areas of the floodplain.
 - The correct documentation of this requirement will be provided at the time the building permit is issued.

The plan commission recommends the Village Board approve Hillcrest Homes' site plan for the Village View Apartments at 3415 Hilltop Way, granted all conditions made by the plan commission and village staff are met. The Village Board is asked to approve, approve with conditions, send back to plan commission for further review, or deny approval of the Village View Apartments at 3415 Hilltop Way.

