

# Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: SITE PLAN AND DESIGN REVIEW FOR CEREBRAL PALSY CENTER AT 2801 S WEBSTER AVENUE

Date: 24 March 2017

The Cerebral Palsy Center, Inc. submitted a petition for the site plan and design review of the proposed remodel and expansion project at 2801 S. Webster Avenue. Attached are the proposed plans (see attachments 1A, 1B). A representative from Sommerville will be present at the meeting to talk about the project and answer any questions.

## Site Plan and Design Review Process

The site plan and design review process is an opportunity for the Village Board and the Plan Commission members to review and to ensure the plans meet village standards in regards to safety, efficiency, aesthetics, and legal concerns in a public forum. The village cannot consider the use of the parcel as part of the decision in this process, only review if the proposed development meets all site plan and design standards for this zoning district.

The proposed project is for parcels AL-1149-906, AL-1149-337, AL-1149-338, located at 2801 S. Webster Avenue. This parcel is zoned "C" Professional Office and Residence District" and the proposed use is allowed under this zoning classification. The village is asked to review the CP Center remodel and expansion proposal and determine if the proposed project meets the zoning and design requirements required by the zoning code for this proposed use.

## Recommendation

The Plan Commission reviewed at the February 27<sup>th</sup> meeting and recommended approval by the Village Board contingent on the zoning amendment for the parking requirements be approved and staff comments be addressed (including submitted parking calculations). The Plan Commission also recommended approval of the proposed corrugated metal siding.

Staff has reviewed the proposed plans and has provided the Cerebral Palsy Center, Inc. with comments (see attachments 2A, 2B, 2C, 2D). Staff recommends the Village Board approve the petition, should all comments be addressed and necessary permits be filed prior to a final building permit being issued or a reasonable explanation (as determined by staff and the Village Board) as to why these comments were not addressed.

The Village Board is asked to approve the petition from the Cerebral Palsy Center, Inc., requesting a site plan and design review for a development on parcel AL-1149-906, AL-1149-337, AL-1149-338, located at 2801 S. Webster Avenue.

1A



cp-center.org

2801 S. Webster Ave.  
Green Bay, WI 54301  
Phone: (920)337-1122  
Fax: (920)337-1126



Cerebral Palsy, Inc.

### **Project Summary**

The purpose of this project is to:

- 1) Construct a 21,500 (approximate) square foot addition to the existing CP Center
- 2) Renovate and reconfigure space in the existing 46,561 square foot CP Center to make space utilization more efficient for the delivery of client services
- 3) Upgrade finishes throughout the facility
- 4) Improve on-site storm water control with the addition of an underground system
- 5) Improve on-site traffic flow by
  - a. Creating more two way drive aisles
  - b. Better designate bus drop off areas for Adult Day services.
  - c. Provide a more clearly defined main entrance.
- 6) Create additional client capacity and a more welcoming environment

### **Community Impact**

The CP Center provides services to more than 2,100 families every year. While our expertise and infrastructure are in place to meet the growing demand for services, our physical space is not. Expanding the facility means the CP Center will gain daily capacity that will have a significant impact on the community, which will help meet the needs of the growing populations in our programs and allow us to service clients, families and the community better.

For more than 60 years people have come to the CP Center because we are proven leaders in developing progressive, individualized solutions for a variety of physical, sensory and communication conditions. Our main focus areas include:

**Adult Day Services** provides functional skills training to adults with physical and developmental disabilities. Programs encourage each person to maximize their potential and independence.

**Therapy Services** provides pediatric occupational, physical and speech-language services for children at risk for developmental delays. In addition, this area provides therapy for adults and facilitates our Assistive Communication Technology program.

**The Aquatic Center at CP** has two warm water pools (averaging 90-92 degrees), and offers classes and individualized instruction that focus on fitness, joint health and being comfortable in the water.



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**Common Paths Early Education & Care** is our NAEYC accredited, inclusive childcare for children with and without special needs, ages six weeks to seven years.

The new addition will increase programming and the number of people that can be served. The project includes space for a sensory integration and a motor gym for Therapy Services, flexible program space in Adult Day Services, an additional classroom for Common Paths Early Education & Care and two family-friendly locker areas near the Aquatic Center at CP.

The CP Center provides services throughout Northeast Wisconsin and has a collaborative relationship with the hospital and medical community, as well as with organizations like Options for Independent Living, ASPIRO and Curative Connections. Its footprint has expanded in recent years to include additional centers by the Lakeshore in Two Rivers and the Fox Cities in Kimberly for the Adult Day Service program.

#### **Localized Impact**

##### *Traffic:*

Although this expansion will provide for client growth we do not anticipate a large traffic increase to surrounding areas. This is due to a majority of our clients (which utilize the Adult Day services) coming to our facility via bus. The aquatics area which has the most personal vehicle traffic is not growing in size.

##### *Tax Base:*

Although CP remains a tax exempt organization this expansion will provide opportunity for additional staff.

# Site Plan & Design Review – Staff Comments

**Site:** 2801 S Webster Avenue (Parcel AL-1149-906, AL-1149-337, AL-1149-338)  
**Development:** CP Center Addition and Remodel  
**Developer Representatives:** Cerebral Palsy, Inc. – Jon Syndergaard – Executive Director  
 Sommerville – Jason Hale, AIA, LEED AP BD+C – Project Architect  
 Robert E. Lee & Associates, Inc. – Patrick H. Kuehl, P.E. – Civil/Municipal Project Manager

- Zoning Department review:

Zoning district		"C" Professional Office and Residence District		
Building use (allowed)		Office/Aquatic Center/ Adult Day-Care/ Child Day-Care/ Therapy Services		
		Required	Provided	Notes
Height		Lesser of 40' or 3 stories	22' 2"	
Lot	Area	7,500SF minimum	208,315SF (4.78 acres)	
	Frontage	100' minimum	265'	Measurement based on Brown County aerals. Should be noted on plans.
	Green space	20% minimum	20.7%	
Setback	Front	50'	Standards met	
	Side (inner)	10'	Standards met	
	Side (corner)	N/A	N/A	
	Rear	30'	Standards met	
Parking	Number	General medical (1.5/200SF + 1/employee on shift) Indoor recreational – aquatic lobby, lockers, pool deck (1/250SF + 1/employee on shift) Professional Offices – (1/200SF for the first 8,000SF; 1/700 for the next 12,000SF) *Day-care center – (1/8 children + 1 que/ 20 children) *Adult day-care center – (1/client + 1 que/20 clients)	146 (on site)	Written perpetual parking easement agreement between parcels should be established. *215 stalls required under current parking requirements; 128 stalls required if parking amendment approved.
	Size	10'x20'	Varied	Stall size is allowed regardless if existing kept. *Variation may be allowed if parking amendment approved.
	Bicycle	Bicycle parking should be provided		Recommend a bicycle rack which accommodates a U-shaped lock and the ability to secure the bike frame and both wheels for staff use. Also maintain the rack out of the pedestrian zone.
Access	Automobile	24' drive lanes with 90 degree parking, 18' for 60 degree, 14' for 45 degree	Varied	Perpetual ingress/egress easement agreement between parcels should be provided. Lane width should be noted for angled parking. *Variation may be allowed if parking amendment approved.
	Pedestrian	ADA compliant sidewalks	Standards met	Pedestrian access from Webster Avenue or Broadview Drive is recommended. Existing access from Webster should provide marked access to the building. Parked vehicles should not overhang so as to make the sidewalk less than 5' wide.
Architecture		Varied rooflines and other architectural designs that break-up the building mass	Standards met	

Exterior finishes	Brick, stone, glass, fiber cement siding, EFIS, stucco, wood siding	Brick, <b>Corrugated metal</b>	Corrugated metal may be allowed if approved by the Plan Commission and Village Board
Lighting	Dark sky compliant, no light directed towards ROW, no more than 0.5FC at commercial property line or 0.2FC at residential property line, must be shut off at 10p.m.	Standards met	The light spillage of more than 0.5FC is into neighboring parking (plan SW corner) and more than 0.2FC into residential neighborhood (plan NE corner).
Sign	N/A	N/A	Location should be identified, but design is reviewed at time of sign permit. Sign should be shut off at 10p.m. with lights. Must meet all other sign requirements.
Fences/Screening	6' wide landscaped area on border of residential lot, with 1 tree/35', and berm, fence, wall, or landscape barrier between 6'-8' high and 90% opaque; dumpster must be located at rear and be screened using same finishes as primary structure; mechanical equipment must be screened from street	<b>Not provided</b>	Waiver may be granted by the Village Board for screening from residential lot with neighbor's written permission. Existing dumpster screening adequate if maintained. Majority of mechanical equipment is in the lower level. However, existing mechanical equipment will remain and not be screened. New equipment has been screened to the greatest extent practical from view from street.

**\*\*All other zoning requirements for "C" Professional Office and Residence District stipulated in Chapter 475 of Village Ordinances should be met to the highest degree possible.**

- Fire Department review:
  - Comments addressed (Attachment 2B).
- Parks, Recreation, and Forestry Department review:
  - Comments addressed (Attachment 2C).
- Public Works Department review:
  - Comments attached (Attachment 2D).
- Additional comments:
  - Location of construction access – shared drive shall remain accessible and discussion should be considered for maintenance of shared roadway.
  - Temporary non-construction site access off of Waubenoer Court - No heavy truck access would be allowed because this is a residential street. If heavy trucks are needed, then the temporary access should be off of Webster Avenue.
  - Snow storage or removal should be addressed by the developer.

**Date Reviewed:**

**24 March 2017**

**Comments Submitted By:**

**Trevor Fuller, Village of Allouez Planning & Zoning Administrator**

2B



Fire Department

Fire Marshals Division  
Captain Joe Gabe

February 15<sup>th</sup> 2017,

Trevor Fuller-Planning and Zoning Administrator  
Village of Allouez  
1900 Libal Street  
Green Bay, WI 54301-2453

RE: Fire Site Plan Review for the new Addition to the CP Center located at 2801 Webster Ave. in the Village of Allouez.

Dear Mr. Fuller,

Attached are the GBMFD requirements for the new Addition to the CP Center located at 2801 Webster Ave. in the Village of Allouez.

- The current Fire Department Connection for the old building is in a bad location on the NE corner of the building. GBMFD will like a private hydrant to be located closer to the FDC or have the FDC relocated during remodel to a location closer to a fire hydrant.
- A Knox Box will be required to be placed on the new entrance to the building. The Knox Box brand locking boxes can be purchased by calling (920) 448-3280 and requesting a Knox Box brand locking box packet or by going online at Knox Box.com and ordering online (please use the City of Green Bay as the jurisdiction). IFC #506.1 and 506.1.1. IF the remodel will contain a sprinkler control room accessible from the exterior a Knox box would also be required to be placed adjacent to the exterior door. IFC #506.1 and 506.1.1.
- IF there is a change to the FDC connection ,GBFD requires that all FDC and Standpipe connections are five inch Storz brand connections. If the FDC or Standpipe connection is higher than 30 inches above finished grade, then you will be required to install thirty degree down angle connection on the five in Storz connection. IFC 903.3.7

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

Respectfully,

Captain Joe Gabe  
Fire Marshal's Office  
Green Bay Metro Fire Department  
Phone-(920)448-3289  
[joega@greenbaywi.gov](mailto:joega@greenbaywi.gov)



20

## Trevor Fuller

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**From:** Craig Berndt  
**Sent:** Wednesday, February 15, 2017 2:19 PM  
**To:** Trevor Fuller  
**Cc:** Brad Lange; Kevin Wieland  
**Subject:** CP Center Plan Review

Trevor-

Comments on the CP Center engineering plans with respect to the Planning Commission review.

1. My preliminary thought is that the stormwater treatment design for the project is acceptable with regard to meeting the treatment requirements. Once we receive the post-construction stormwater management permit application we will complete the detailed engineering review. I would suggest that the Planning Commission include a statement that approval is contingent on final approval of the stormwater permit.
2. The stormwater runoff management (storm sewer piping) on the site, and the proposed storm sewer modifications, will need to be reviewed and approved by Public Works. This is part of the detailed stormwater review. For example, some of the site runoff discharges directly to off-site areas and does not receive treatment. Again, approval should be subject to final stormwater permit issuance.
3. The changes to the driveways and roads is acceptable. We only want to ensure that all buildings have adequate access.
4. A new 6" water service is planned to replace the existing 4" service. This will be a CP project cost, including the piping in Waubenoer Drive to tie into the existing main. A Public Works utility permit will need to be obtained prior to this work.
5. Drawings of the underground storage system will be required during stormwater permit issuance.

These are the review items from Public Works. Parking stalls and other building or ordinance details fall under building inspection. Craig

Craig L. Berndt, P.E.  
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