

April 28, 2014 (Plan Commission)

(Amended by Plan Commission on June 2, 2014)

**PLAN COMMISSION MEETING
MONDAY, APRIL 28, 2014
6:30 PM, ALLOUEZ VILLAGE HALL**

CALL TO ORDER/ROLL CALL

Chairman Culotta called the meeting to order at 6:30 pm

Present: C. Culotta, H. Ropp, P. Dart,
K. Hansen, D. Doran, B. Kopperud, R. Retzlaff (arrived at 6:37)

MODIFY/ADOPT AGENDA

Motion by Dart/Kopperud to adopt the agenda as presented. Motion carried. (Retzlaff not present to vote.)

MINUTES FROM MARCH 24, 2014

Motion by Kopperud/Dart to approve the minutes dated March 24, 2014 with the following changes:

- 1. Under Presentation by Fred Monique, add “Fred” to the beginning of the paragraph.**
- 2. Under General Discussion on our Zoning Code, change the word “code(s)”, to “district(s)” as follows: The committee took a look at the latest Zoning map, and we have 7 different “districts”. The zoning code goes through all 7 of the districts, and specifically lays each code out and tells what all the uses are in those areas. She then went through the remainder of the code with the committee, and would like feedback as to what the committee is looking for.**

Motion carried. (Retzlaff not present to vote.)

ANNOUNCEMENTS

Flucke announced her resignation. She thanked the Commission for all their hard work, and encouraged the Commission to keep up the great work they are doing. Flucke also thanked Alex Boulanger, Planning and Zoning Intern for all his hard work.

Culotta stated the Plan Commission thanks Flucke for efforts in getting the Plan Commission to where it is at now.

PUBLIC APPEARANCES

None.

SITE PLAN REVIEW FOR VILLAGE VIEW APARTMENTS, 3415 HILLTOP WAY

Flucke explained that the developer of the property wants to rebuild, and started the PDD process that came to the Plan Commission. After relooking at the site and the zoning which is a High Density District, it meets setback requirements, meets density, meets parking, and all the requirements that are in the Zoning Code and can go to a Site Plan Review Process rather than a

PDD process. With it being a Site Plan Review Process the developer meets with internal staff at the village, and the internal staff looks at the plan, and gives the developer any input, and then they revise the plan and get it back to the internal staff committee for final review before coming to the Plan Commission. When it comes to the Plan Commission, they will review it and make sure it meets the Zoning Code, and any other things the Commission sees on the plan. A recommendation is then sent to the Village Board by the Plan Commission, and if the Village Board approves it, then it is an approved development. The Site Plan Review does not require as many meetings as a PDD, nor does it require a Public Hearing.

(Retzlaff arrived at 6:37 pm)

Dan Doro, Project Supervisor for Hillcrest Homes was there to present a new rendering for the Site Plan Review. The new plan shows the roof line, which was a concern. It will be all brick building, white windows, overhangs, gutters and soffits. The building has an elevator and individual laundry in each apartment. This plan has more green space, last building had 74 units, and this one will have 48.

There are still a couple things they are working out from the internal staff meetings as far as trees that are under overhead lines were changed to be smaller bushes. Have gone through the American Transmission Company, the first part, and there is no hold up with that, but now it goes to a second committee, as far as the power lines going through and needing an easement for that.

Culotta asked Doro to go through some of the comments from staff memo dated April 21.

- In a letter from the Fire Marshall, dated April 17, 2014 he had talked about the largest truck being able to make the corner out of the parking lot. Doro stated that it has been addressed, and verified that the truck can make the radius, and it is all shown on the site plan.
- The other requirements that are in the letter will be done later on in the construction period. (Knox Box, CO detectors if apartments contain fuel fired appliances, five inch *Storz* brand connections.)
- The conceptual stormwater design and management plan is acceptable per an email from DPW, Berndt.
- There is a new landscaping plan with all required recommendations from Lange, Park and Recreation Director. However, they are still waiting to hear from ATC regarding an easement for the power lines. ATC completed the first stage, and now working on the second stage. Doro stated he doesn't know where they are at with it, but it is being addressed.
- Dan Coffey, Building Inspector, required the checking on unit sizes of apartment. This has been corrected per Doro.
- Doro stated all the Plan Commission's comments have been addressed, and that a lot of them are just recommendations.

Additional comments:

- Snow removal might be cumbersome with 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).
- A garage detail was provided to the Plan Commission – the garage count is 1 short of the required 48 garages (building inspector will address this to make sure it fits on the plan and the floodplain issue on the Somerset side needs to be addressed). The overall location may be an issue pending the ATC letter of clearance.

- Floodplain issues have all been taken care of per Doro. Brian of Mach IV stated that all the buildings are set far enough above flood plain elevation.
- Lighting levels are low should be using 1 foot candles for lighting (check with Dan Coffey)
- The jog does not need to be in the sidewalk on Hilltop. Handicap parking is now in the back. This will not affect lighting at all.
- Number of handicap spaces – how many will there be? There are 48 parking spaces and 4 handicap parking spaces
- Have consistency in the plans for the name of the Apartment Complex (Sometimes called Hilltop, Cornerstone, and Village View).
- Would like to have U-racks for bicycles, and would suggest a concrete pad big enough to support it so bikes they are not sticking out from the bike rack area.
- There will be a curb cut on Hilltop.
- The end walls and the back of the garages are brick.
- Every unit is provided a garage.
- There is a sprinkler system in the building.
- Consider moving Bollard lighting closer to bike parking.
- Height of sign, would you consider lowering the sign to the ground?
- What is the plan to plow snow with garages so tight – can't give a definitive answer. Will have to play it by ear winter to winter.

Michael Moore, 580 Hilltop Drive

- Disappointed the Neighborhood Association was not involved.
- Concerned about the double exit/entrance that will unload more traffic on to Hilltop Way.
- People exceeding the 25 MPH speed limit on Hilltop
- He now has a backyard that people are going to be driving right through.
- A landscape berm will be put in between the driveway and Mr. Moore's property.

James McNerney, 547 Hilltop Drive

- Safety concern about the second access driveway.
- Could it be made one lane for emergency vehicles only?
- This would reduce the traffic on Hilltop Drive, and reduce some of the traffic on Hilltop Way.

John Shimon, 543 Hilltop Drive

- When the original apartment building was built, the residents in the area were assured by Hillcrest Homes that it would be built so the traffic would go to East River Drive and Somerset
- Look into the recommendation of making it one way.
- Speed bump on Hilltop Drive

Carol Brunner, 555 Hilltop Drive

- Was told that there would not be a second entrance
- Emergency vehicles can go over the curb, and wouldn't need curb cut.
- Shares concern with Mr. Moore that neighborhood wasn't involved.

Michael Moore, 580 Hilltop Drive

- Where will visitors park?
- Would like to see a no parking zone on Hilltop Way.

John Shimon, 542 Hilltop Drive

- There is one sidewalk into the front of the apartment building. Could the front door be eliminated? If the front entrance is eliminated it might ease traffic.

Dan Doro addressed some of the comments. He stated that the front door may not be able to be eliminated, as Hilltop Way is the address. As far as parking on Hilltop Way, the handicap parking was moved to the back of the building, so parking still may be eliminated on Hilltop Drive. Culotta stated that this is not part of the Site Plan Review and would need to go to another Committee. Culotta also stated that they Plan Commission is here to gather information for the Village Board, and a lot of issues that were brought up tonight are not handled by the Plan Commission. The issues brought up tonight will be documented.

Discussion

- The Parking code has been met and exceeded
- How will deliveries be made to the building? Doro stated it should all come in through the east side of the building. (Back of building through parking lot.) US Postal Service? Dan is not sure how they will access the building. The Post Office would have to be contacted.
- No parking on Hilltop Way is not something that has been decided on yet.
- Floor plan has 6 main hallway entrances to the front and back and only one sidewalk out the front. Will there be more sidewalks or stoops? There will be stoops by the 5 other entrances.
- Is there anything you can do with the egress/ingress on Hilltop Way? Options will be looked at. (Speed bumps, one lane, emergency vehicles only, chain or gate across driveway, mountable curb)

Motion by Kopperud/Dart to recommend to the Village Board with the following conditions:

- Developer needs to meet all Fire Department requirements regarding the Fire Department Connection with the 5 inch storage fitting, and Knox Box locations
- Stormwater management design shall be finalized and approved prior to issuance of any building permits
- Obtain any Brown County permits for the filling in of floodplain area if necessary
- Recommend using a heavier gauge vinyl siding (.044) on the garages, as it is a commercial type project
- Explore options of second driveway with Fire Department approval (Close, Emergency exit only, chain off for Emergency vehicles only), change to one lane, could have an impact on garbage pick-up, and deliveries. Get the Fire Department involved to see what options they have
- Obtain ATC approval for the landscaping, dumpster, the building and easement area, Bollard lighting and garage.
- Require a minimum of .5 foot candle lighting in all areas for pedestrian traffic. (The IE and SA standard). This gives a safe lighting level for people going from the building to the garage.

Motion carried.

It was brought up at this meeting that no parking on Hilltop Way is a public concern, and the Plan Commission feels that the appropriate Committee should discuss this.

INTENSIVE SURVEY PRESENTATION BY BARB KOPPERUD, CHAIR OF HISTORIC PRESERVATION COMMITTEE

Barb Kopperud, Chair of the Historic Preservation Committee, stated the HPC was awarded a grant from the state which came from the National Parks Service to have an intensive survey done in the village. What that means is they hired a consultant and they went around and looked at all the buildings in the village and determined which ones were over 50 years old and which ones would be eligible for the National Registry. The Intensive Survey is available on our website. Of all the buildings surveyed, they found that 13 buildings were individually eligible for listing on the National Registry. Of those 13, there is the Swing Bridge over the Fox River, the Village Community Center, the Village Water Works Building and the Bishop Fox Mausoleum along with 9 others. There are 3 potential Historic Districts; one is in the northern part of the Village in the Allouez Terrace area, a part of Miramar Drive, and Sunset Circle. The HPC recently received a grant to have 2 village buildings researched and apply for listing on the National Registry. They will also, in the future, apply for grants for the Historic Districts.

UPDATE ON PLAN COMMISSION STAFF CONTACT

The staff contact for the Plan Commission is now Trevor Fuller, Zoning and Planning Administrator. He will be attending the PC, HPC, and Village Board meetings. His hours will be 8 a.m. to Noon Monday through Friday. Dave Cerny, Building Inspector and Zoning and Planning Administrator for the Town of Scott, will be a mentor for Fuller, and will be detailing complicated issues. Contact information will be sent out to the Plan Commission.

DISCUSSION ON CSM PROCESS

Boulanger, village intern, researched the process that other communities go through with the CSM process and recommended that the Village propose a fee for the review of a Certified Survey Map. Every other community charges a fee for the CSM process. Culotta asked how much staff time is put in to the process of reviewing a CSM. Flucke stated staff time is 10 -15 hours.

Motion by Retzlaff/Hansen to recommend to the Village Board that the Village charge a \$200.00 fee for the CSM approval to be reviewed ~~in 5 years~~ on a recurring 5 year basis.
Motion carried.

UWGB STUDENTS RECOMMENDATIONS FROM “STRENGTHENING A COMMUNITIES IDENTITY” REPORT – INCONSISTENCIES BETWEEN THE COMPREHENSIVE PLAN AND THE ZONING ORDINANCE

Boulanger, village intern, did research on the analysis that UWGB students put together between the Comprehensive Plan and the Zoning Ordinances. Several of the recommendations have been done in the Comprehensive Plan, only 2 have not been changed. There are 4 recommendations in the Zoning Ordinances that have not been changed.

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CENTER FOR LAND USE EDUCATION OPTIONS

Boulanger, village intern has been researching different educational opportunities for the Plan Commission which will be presented in more detail at a future meeting by Fuller (Zoning & Planning Administrator)

NEXT MEETING DATE AND AGENDA ITEMS

Next meeting date is June 2, 2014 at 6:30 p.m.

Agenda items: Prevea CUP, Transportation Planning and how the Plan Commission is involved, Zoning Budgeting, Re-zoning of Riverside Drive corridor.

ADJOURNMENT

Motion by Hansen/Dart to adjourn at 8:39 p.m. Motion carried.

Minutes submitted by Sherri Konkol, Deputy Clerk