



Meeting Date: 4/16/12
Agenda Item: #11

Mission Statement

Delivering quality services in a modern, courteous and cost-efficient manner.

PLAN COMMISSION STAFF REPORT

REPORT TO: President Burt McIntyre and Village Plan Commission

REPORT FROM: James Korotev, Director of Code Administration

AGENDA ITEM: Review and take action on a proposed building addition plan for Big Apple Day Care to increase the capacity of the existing building from 99 to 135 children at 2645 Tulip Lane, VH-747-A-16.
THE PLAN COMMISSION HAS FINAL REVIEW AUTHORITY FOR THIS MATTER

OWNER/APPLICANT: Stephanie Nies/Big Apple Preschool & Day Care

RECOMMENDED ACTION BY PLAN COMMISSION

Approve the applicant's plan with any conditions as may be necessary to improve aesthetics, preserve the integrity of the neighborhood, and address concerns of staff and Commission members.

BACKGROUND INFORMATION

The applicant is requesting approval to construct a 1706-square-foot building addition at 2645 Tulip Lane, VH-747-A-16. In all business and industrial zoning districts the Zoning Ordinance requires that no building or any improvement shall be erected, placed, or altered on any building site until the plans for such building or improvement, including the site plan, landscape plan, building plan and specifications, have been reviewed and approved by the Plan Commission.

EXECUTIVE ANALYSIS

1. **Zoning:** The property is properly zoned (B-1) for the existing use.
2. **Setbacks:** All existing and proposed setbacks shown on the plan submitted comply with Zoning Ordinance regulations.
3. **Parking:** With a maximum of 135 children, the Zoning Ordinance requires 14 parking spaces for plus one space for each employee on the maximum shift. The original 1985 plans showed 19 parking spaces. Today, only about 17 spaces are provided because some have obstructions preventing parking.
4. **Floodplain, Shoreland Zoning & Stormwater Management:** N/A
5. **Land Division:** N/A.

6. **Lighting:** All proposed new lighting will consist of full cut-off type wall pacs complying with Zoning Ordinance lighting regulations.
7. **Lot and Width Area:** The existing lot complies with minimum lot width and area regulations for the B-1 zone.
8. **Driveway Locations:** N/A.
9. **Signage:** N/A
10. **Garbage:** N/A
11. **Landscape:** N/A

CODE REQUIRED CONDITIONS

- (1) Section 50-508(1) of the Zoning Ordinance requires that *“exposed exterior walls shall be surfaced with brick, stone, textured concrete or an equivalent masonry material on all sides.* However, the applicant’s plan complies with the following exception to this rule:
 - (1) The existing building was constructed prior to the effective date of this ordinance.
 - (2) The construction of the existing building was authorized by a valid building permit.
 - (3) The total floor area of the building addition does not exceed that of the existing structure.
 - (4) The exterior wall material used on the building addition is identical to that of the existing structure.
- (2) A minimum of 14 parking spaces shall be provided and maintained unobstructed for the proposed 135 children served by the day-care center. In addition to this, a minimum of one space shall be provided for each employee on the maximum shift. The applicant has indicated in a previous application that more than 20 employees are employed on the maximum shift. Considering these parameters, the number of on-site parking spaces provided is inadequate. Additional required spaces could be constructed on adjacent property under common ownership. However, if additional spaces are constructed they will need to be constructed according to the codes in effect today (curb and gutter perimeter, 10% landscaped, stormwater plan, etc.). As an alternative, the owner may consider contracting with the owners of the property on the north side of Tulip Lane directly across from the preschool to use parking spaces in this lot. If this is done, a written agreement between the two parties will need to be submitted to the Department of Code Administration. The required agreement will need to be submitted prior to any permits being issued for the proposed construction.

STAFF RECOMMENDED CONSIDERATIONS

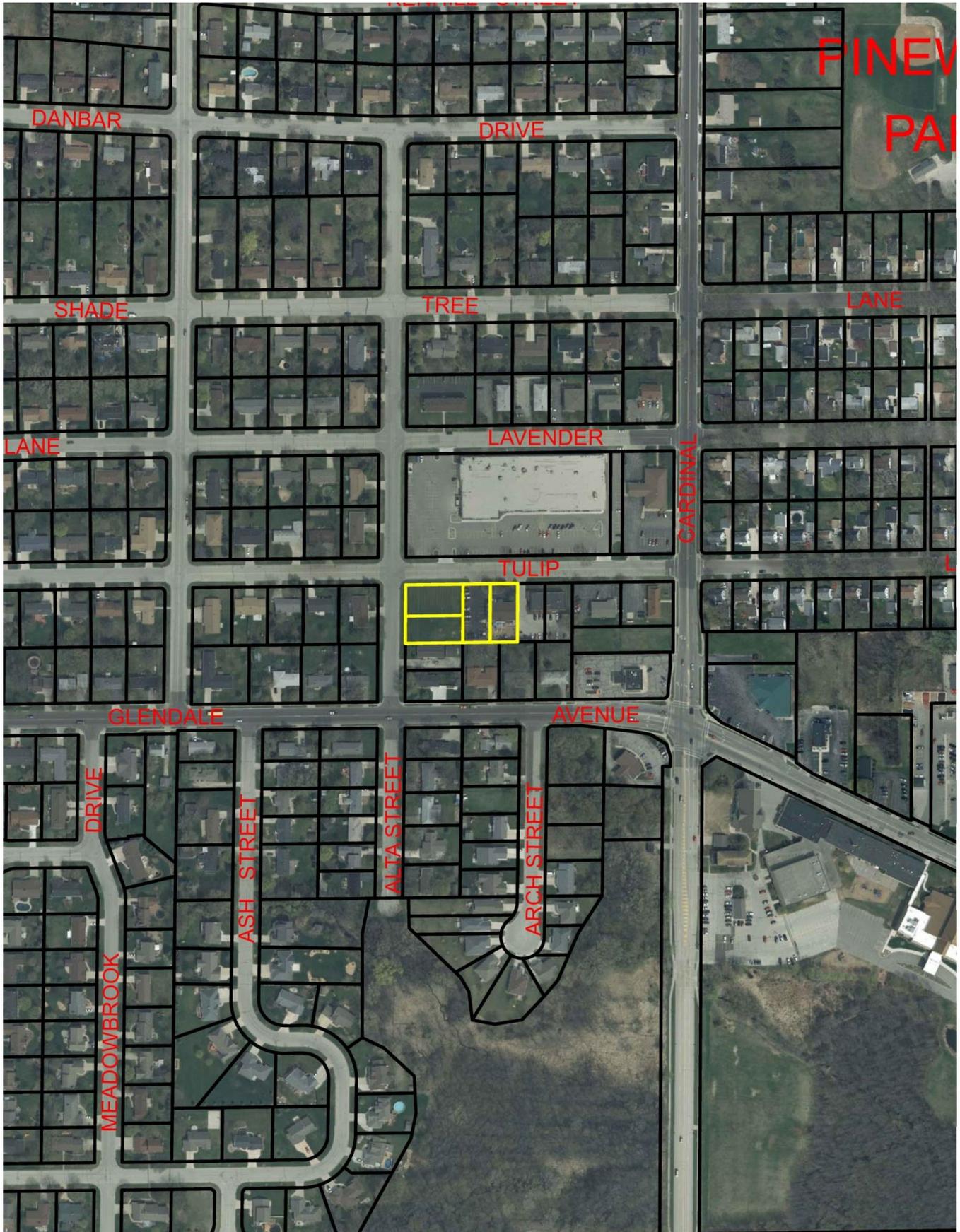
- (1) The B-1 zoning district requires that *“Landscape buffers (trees, hedges, plantings, berms or a combination thereof) shall be installed adjacent to and across from all residential areas.”* All properties directly south and west of the preschool are zoned residential. The Plan Commission may consider requiring landscape buffers between the existing building and proposed addition and adjacent residential properties as condition of approval of this plan review.

(2) All properties directly south and west of the preschool are zoned residential. The parking regulations of the Zoning Ordinance require that *“All open, off-street parking areas containing more than three parking spaces shall be effectively screened on each side adjoining any institutional premises or any property situated in a residential zoning district by a solid wall or fence at least six feet in height.”* This regulation was in place when the original development took place in 1985. The required screening is not in place at this time. The Plan Commission may consider making screening a condition of approval of this plan review.

ATTACHMENTS

- I** Property Location Aerial View
- II** Application for Plan Review
- III** Photos of Existing Building
- IV-VI** Proposed Building & Site Plans

ATTACHMENT I



ATTACHMENT II

DEPARTMENT OF CODE ADMINISTRATION
 2456 Glendale Avenue, Green Bay, WI 54313
 (Office) 920-434-4640 (Fax) 920-434-4643
 mailto:jk.korotev@villageofhoward.com



**APPLICATION FOR
 PC PLAN APPROVAL**

IMPORTANT INFORMATION FOR APPLICANTS

(1) INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED OR PROCESSED
 (2) YOU MAY USE YOUR COMPUTER KEYBOARD TO FILL OUT THIS APPLICATION FORM
 (3) PLEASE SUBMIT COMPLETED APPLICATIONS TO THE DEPARTMENT OF CODE ADMINISTRATION AT THE ABOVE ADDRESS

LOCATION	ADDRESS OF SUBJECT PROPERTY (Street Number and Name)	LOT #	SUBDIVISION	TAX PARCEL #
	2645 TULIP LN.	16		VH-747-A-16
PROPERTY OWNER	PROPERTY OWNER'S FULL NAME	DAYTIME PHONE #	ALTERNATE PHONE #	
	PROPERTY OWNER'S MAILING ADDRESS (Include Zip Code)	PROPERTY OWNER'S E-MAIL ADDRESS		
	STEPHANIE NIES	434-9470	-	
	2645 TULIP LN. GREEN BAY, WI. 54313	BHAPPLE.DAYCARE@SGLOBAL.NET		
APPLICANT/ AGENT	APPLICANT/AGENT FULL NAME AND BUSINESS NAME	APPLICANT/AGENT PHONE #	ALTERNATE PHONE #	
	APPLICANT/AGENT MAILING ADDRESS (Include Zip Code)	APPLICANT/AGENT E-MAIL ADDRESS		
	SAME AS ABOVE			
USE	BRIEFLY DESCRIBE THE EXISTING AND PROPOSED USE OF THE PROPERTY			
	DAYCARE CENTER EXPANSION FROM 99 CHILDREN TO 135 CHILDREN			
SUBMITTALS	WHERE APPLICABLE, THE FOLLOWING SUBMITTALS ARE REQUIRED TO ACCOMPANY THIS APPLICATION FOR THE APPLICATION TO BE ACCEPTED AND REVIEWED BY THE PLAN COMMISSION. REQUIRED SUBMITTALS MAY CONSIST OF PLANS, DRAWINGS, ANNOTATED PHOTOGRAPHS, OR OTHER DOCUMENTATION THAT SUFFICIENTLY PROVIDES ALL REQUIRED INFORMATION.			

- Exterior Building Design** (required for all new buildings, additions and exterior alterations to existing buildings)
- Exterior elevations of all proposed new and existing buildings showing wall materials and exterior construction details (including colors)
 - Height of all proposed new buildings and structures and all existing buildings and structures
 - Specific roof types (gable, hip, flat, etc.) and roof pitches of all proposed new and existing buildings
 - Roofing materials to be used on proposed new buildings and existing roofing materials on existing buildings (including colors)

- Site Features** (required for all projects)
- Location of all proposed new and existing buildings & structures, including dimensions to property lines and to each other
 - Locations of all streets, property lines, wells, septic systems, power lines, easements, etc.
 - All proposed new and existing off-street parking drive and loading areas (location, number, size, access, etc.)
 - The total accumulated horizontal impervious surface area after development (surfaces impervious to the penetration of storm water)
 - The total accumulated greenspace on the property (non-impervious), including the percentage of lot area (post development)

- Landscaping** (required for all projects where landscaping will be installed or altered or where required by the Plan Commission)
- Number, size, species and location of all existing and proposed trees
 - Number, size, species and location of all existing and proposed shrubs and ground plantings
 - Description and location of any existing or proposed buffering (fences, berms, hedges, plantings, etc.)

- Exterior Lighting Features** (required where exterior lighting fixtures will be installed or altered)
- Number, fixture type, location and wattage of all existing and proposed building lighting
 - Number, fixture type, location, wattage and height of all existing and proposed parking lot and exterior grounds lighting
 - Number, fixture type, location, wattage and height of all existing and proposed other exterior lighting
 - Photometric plan prepared by a professional lighting designer (when required by the Plan Commission)

- Signage Details** (required for all projects where signage exists or where new signage will be installed)
- Building elevations showing the location, number, size and message of all existing and proposed building signs and building lettering
 - A site plan showing the location of all existing and proposed free-standing signs, including the distance of such signs to property lines
 - Elevations of all existing and proposed free-standing signs showing the height, width, depth, material composition, colors, illumination, sign area and message of all such signs

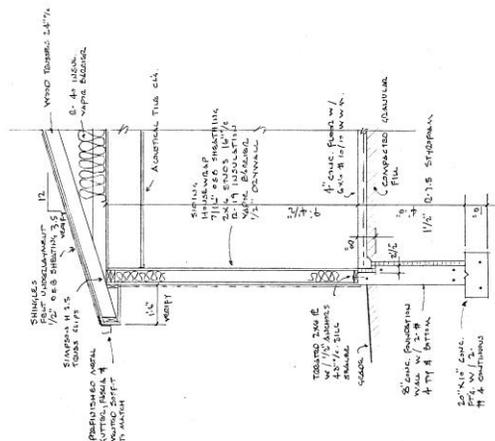
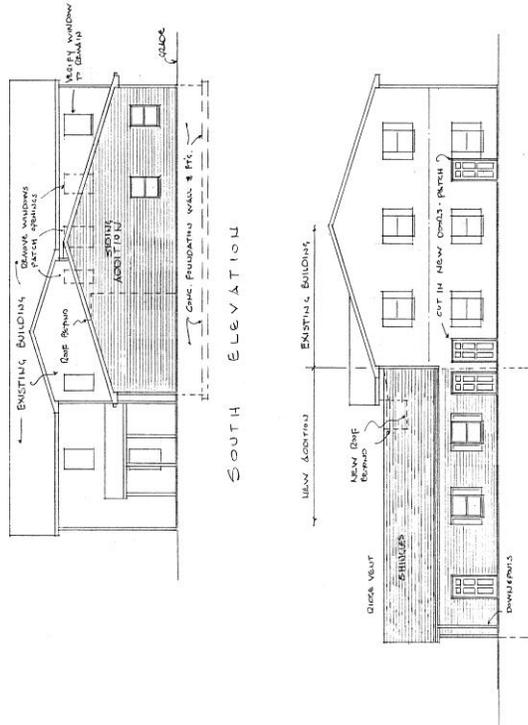
SIGNATURE SK ENTER YOUR INITIALS IN THIS BOX TO VERIFY THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS DETAILED BELOW (REQUIRED FOR APPLICATION TO BE PROCESSED) APPLICATION DATE Stephanie Nies

BY INITIATING THE BOX ABOVE, THE APPLICANT DOES HEREBY CERTIFY THAT: (1) ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT. (2) THE APPLICANT UNDERSTANDS THAT APPROVAL OF THIS REQUEST CREATES NO LEGAL LIABILITY, EXPRESSED OR IMPLIED, ON THE VILLAGE OF HOWARD OR ON ANY OF ITS EMPLOYEES. (3) THE APPLICANT WILL BE BOUND BY AND SUBMIT TO ALL STATUTES OF THE STATE OF WISCONSIN, CONFORM TO ALL APPLICABLE CODES AND ORDINANCES OF THE VILLAGE OF HOWARD, AND ABIDE BY ALL RULES AND REGULATIONS PRESCRIBED BY THE DEPARTMENT OF CODE ADMINISTRATION.

ATTACHMENT III



ATTACHMENT VI



EAST ELEVATION SCALE: 1/8" = 1'-0"

WALL SECTION SCALE: 1/4" = 1'-0"

<p>NOTE: ALL DIMENSIONS ARE APPROXIMATE. THESE PLANS AND SPECIFICATIONS ARE FOR INFORMATION ONLY. CONTRACTOR MUST CHECK ALL CONDITIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT BEFORE CONSTRUCTION.</p>	<p>LLOYD CARMENTER ARCHITECT LLC 2663 Maple Hill Dr., Green Bay, WI 54313 Office: (920) 434-0733 Fax: (920) 434-6333 Cell: (920) 655-3829</p>	<p>DATE: 03/09/12 FILE: 2 JOB NO. 3</p>
<p>PROJECT: APPLETON # ALTEGATIONS FOR BIG APPLE FORESCHOOL # DAY CARE CENTER GREEN BAY (HONOLAP), WI</p>		