



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: SEPTEMBER 2, 2022

TO: DESIGN REVIEW COMMITTEE
STEVE SCHLICHT

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
TWO, 4-UNIT BUILDINGS (1024-1038 DENTON STREET)

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Mike Suntken, Fire Department- Community Risk Management
Jason Riley, Fire Department- Community Risk Management
Brian Asp, Stormwater Utility
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety
Dan Trussoni, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman- Engineering Department

Plans were submitted to the Design Review Committee for final review of two, 4-unit multi-family buildings located at 1024-1038 Denton St. The following comments/feedback have been provided and will need to be addresses prior to any permits being issued.

All revised plans in accordance with this memo must be submitted to the Planning and Development Department for review, unless otherwise stated. No permits will be issued for this project by the Division of Fire Prevention and Building Safety until they receive written confirmation/approval from the Planning and Development Department.

Requirements Prior to Issuance of a Demolition or Footing & Foundation Permit

- 1) Approval of a Certified Survey Map. (If applicable)
- 2) Combination of parcels for project site. (If applicable)
- 3) Approval of Final Plans from the Engineering Department.

- 4) Approval of Final Plans from the Utility/Water Department.
- 5) Approval of Final Plans from the Division of Fire Prevention and Building Safety (Inspections)

Requirements Prior to Issuance of a Building Permit

- 1) Approval of Final Plans from the Planning and Development Department.

Requirements Prior to Issuance of an Occupancy Permit

- 1) A Letter of Credit in the estimated cost amount of the proposed landscaping has been submitted to the Planning and Development Department to guarantee the proper installation and growth of all landscape improvements proposed in the approved Landscape Plan **OR** all proposed landscaping in the approved Landscape Plan has been installed.
- 2) A stamped letter of substantial completion from the design engineer of the project within 10 days of completion.
- 3) Field review and approval of the completed stormwater management facility by the City's Utilities Department.

Engineering Department - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Please provide dimensions for the handicap parking space. (Stephanie Sward)
- 2) A parking block or bollard is required for that parking stall to prevent cars from driving on the landscaping. (Stephanie Sward)
- 3) Contractor will need to provide a traffic control plan with their excavation permit to close Denton street for the sewer lateral and water service taps. (Stephanie Sward)
- 4) Need photometric of lighting locations and provide trespass calculations. (Jamie Hassemer)

Division of Fire Protection and Building Safety (Building and Inspections Department)
(Contact-Mike Suntken- 789-7582, Jason Riley- 789-7585)

- 1) If the owner is planning to separate these units into condos, the owner will need to provide verification that allowing the electrical service conductors to cross property lines through the attic space is acceptable.
- 2) A land disturbance permit is required if you would like to start any site work prior to the issuance of a building permit.
- 3) A separate fence or sign permit application will be required for any fencing or signage that is intended to be installed on the parcel.
- 4) Provide separate building permit applications for each of the 4-unit buildings and each of the detached accessory structures. Two sets of plans will suffice for all of the applications.
- 5) Please indicate on the drawings or on a supplemental document which building code these are designed to. Also include the Occupancy type, the sprinkler type and the construction type.
- 6) Since there were existing structures on the parcel that were removed, please supply soil engineering to show the soil bearing capacity is sufficient to support the proposed structure as designed or place footings on undisturbed soil.
- 7) Separate water and sewer laterals and separate electrical meters are required.

Police Department- Cory Brandl-789-7206

- 1) No comments were provided at this time

Planning Department-(Contact-Tim Acklin-789-7391)

- 1) One tree placed in the blvd per 40ft of lot frontage is required. Work with the Parks Department on installing trees in the blvd.

Utilities Department- (Brian Asp- 789-3897)

- 1) A copy of a filed access easement for the project must be submitted prior to water meters being installed.

Engineering Department (Stormwater) - (Contact-Yuri Nasonovs-789-7594)

- 1) Working with Fred Hilby on stormwater submittal regarding TSS Modeling. Once resolved stormwater permit will be issued.

Fire Department- (Contact-Kyle Soden 789-7271)

- 1) Sprinkler plans will need to be reviewed by the State.

Parks, Recreation, and Forestry- (Contact-Dan Trussoni 789-4915)

- 1) No comments provided at this time.