



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: FEBRUARY 12, 2019

TO: DESIGN REVIEW COMMITTEE
STEVE SCHLICHT, S & S FRAMING

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
DUPLEX- 1707-1709 JACKSON STREET

Design Review Committee Members Present:

Bernie Lenz, Utility Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Eddie Young, Fire Department- Division of Fire Protection and Building Safety
Tom Walsh, Police Department
Jason Riley, Fire Department- Division of Fire Protection and Building Safety

On February 8, 2019 the Design Review Committee **reviewed** the plans submitted for the project located at 1707-1709 Jackson Street and provided the following feedback:

Important:

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.

Engineering Department - (Matt Gallager-789-7392)

- 1) Must provide a Photometric Plan and any spec sheets for any proposed exterior lighting. See Section I in the Design Standards Handbook.
- 2) Proposed parking to alley may not be on the parcel line. Recommended to push parking spaces further into lot to provide a drive apron and keep cars from parking over parcel line.
- 3) Must provide a 5ft green space buffer between the parking area and the side parcel lines. See Section C.5. in handbook.

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Eddie Young- 789-7582/Jason Riley 789-7585)**

- 1) Will need to submit an Erosion Control Plan.
- 2) Must provide setback measurements on the Site Plan. This includes showing the adjacent properties and their existing front yard setback measurements.
- 3) Must provide an easement for the lateral to the rear unit if proposing separate laterals. Separate lateral may not be located under the structure. Must be located around it.

Planning Department (Tim Acklin-789-7391)

Refer to Handbook for cited sections:

- 1) C15- Must provide a raised curb or curb stops in parking area to prevent vehicles from parking on grass.
- 2) C5- Parking setback of 5ft from side property lines.
- 3) Label the proposed exterior materials on the final elevations.
- 4) E2- Must show the location of all exterior mechanicals on the Site Plan.
- 5) C16- Show the location of snow storage or provide note that says it will be removed from the site.
- 6) E4- Must provide a detail of the trash enclosure if proposed, or indicate location of trash area on Site Plan.
- 7) F10- Must provide required outdoor recreation space and indicate area on plan.
- 8) Must provide a Lighting Plan. (Photometric) Also provide cut sheets of proposed lights.
- 9) K7- Façade facing Jackson Street must meet the 20% windows/doors requirement. Provide calculation.



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- 10) D2- Paved Pedestrian route to building. Recommended to extend sidewalk along the front of the parking area so tenants will not have to walk in the grass or alley to get to sidewalk.
- 11) N5- Must break up roof lines longer than 40ft with architectural features. This applies only to the Left and Right elevations.
- 12) Show all dimension on final plans.

Police Department -(Tom Walsh-789-7206)

- 1) No issues at this time

Water Department- Bernie Lenz-789-7588

- 1) Must provide plan that shows where the utility laterals are connecting. Can be shown on the Site Plan.
- 2) Contact Bernie Lenz if you wish to know the age of the existing utilities on the site.
- 3) Separate laterals for each unit are required if the property will ever be used or sold as condominiums.

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

- 1) Must submit a detailed Grading Plan that shows elevations.
- 2) Must provide a detailed Site Plan.
- 3) Must provide details on proposed Infiltration Pond. This includes what the pond will be constructed of, and the calculations to show that it can hold the amount of stormwater coming from the parking lot and any storm gutters directed to the pond from the building. See Section H in the Design Standards Handbook.

Fire Department (Craig Snyder/Kyle Soden 789-7264/789-7271)

- 1) No issues at this time.