



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: MARCH 15, 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, Utilities Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Brent Thielen, Fire Department- Division of Fire Protection and Building Safety
Tom Walsh, Police Department
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Craig Snyder, Fire Department- Division of Fire Protection and Building Safety

On March 15, 2019 the Design Review Committee **Conditionally Approved** the plans submitted for the project located at 1707-1709 Jackson Street subject to the following conditions:

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 (Traffic) - (Contact-Matt Gallager-789-7392)

- 1) Must provide a 5ft green space buffer between the parking area and the side parcel lines or request an exemption from the Common Council.
- 2) Must provide cut sheets for proposed exterior lighting showing the lighting cone/light distribution.

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

- 1) Will need to submit a res check/Heat Calculations Form with the Building Permit Application.
- 2) Will need an Erosion Control Plan. Erosion Control Measures will need to be in place prior to construction and maintained throughout the process. This includes a WisDOT approved silt fence and clean rock for the tracking pad.

Police Department-(Contact-Tom Walsh 789-7206)

- 1) No issues at this time.

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

- 1) C5- Parking setback of 5ft from side property lines or ask for exemption from Common Council.
- 2) Provide cut sheets of proposed exterior lighting showing light distribution.
- 3) Add additional plantings to street facing façade in order to meet the landscaping requirements.

Utilities Department- (Contact-Bernie Lenz-789-7588)

- 1) Duplex may not be converted to a Twindo in the future due to the utility service being proposed.
- 2) If the 1 inch pipe to the main needs to be replaced it must follow/meet City standards.
- 3) If you want to install a sidewalk from the public side walk to the curb it may not exceed 50sqft.

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

- 1) Any parking lot with 3 or more stalls shall be designed such as at least 80% of stormwater flows into the Biocell. Biocell should be at least 1 foot deep and at least 10% total area of all impervious parking and driveway surfaces.
- 2) Site needs to provide a bio-filtration facility to accommodate the storm runoff from the parking lot. Needs to meet WisDNR Technical Standard 1004. Provide detail/section of facility.
- 3) A Post Construction Maintenance Agreement will need to be reviewed and approved by the Engineering Department and recorded with the Register of Deeds prior to receiving a Building Permit.

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

- 1) No issues at this time.