



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** MARCH 8, 2019

**TO:** DESIGN REVIEW COMMITTEE  
NATE ANDEREGG, NICOLAI APARTMENTS  
KEVIN TIMMERMAN, 5<sup>TH</sup> AVE DESIGN

**FROM:** TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

**SUBJECT:** MULTI-FAMILY DESIGN REVIEW PROJECT  
4-PLEX- 3183 LOSEY BLVD

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Design Review Committee Members Present:

Bernie Lenz, Utilities Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Matt Diehl, Fire Department- Division of Fire Protection and Building Safety  
Steven Cash, Fire Department- Division of Fire Protection and Building Safety  
Jason Riley, Fire Department- Division of Fire Protection and Building Safety

On March 8, 2019 the Design Review Committee **reviewed** the plans submitted for the project located at 3183 Losey Blvd 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) An Access Easement is required if the access to the parcel is through another parcel. Must be approved and recorded prior to a Building Permit being issued.

#### **Division of Fire Protection and Building Safety (Building and Inspections Department)** **(Jon Molledahl- 789-7583/Jason Riley 789-7585)**

- 1) If the building is over 50,000 cubic feet plans will need to be reviewed by the State..
- 2) 2 sets of plans are required for a Building Permit. Will also need Section drawings.
- 3) Will need a Sprinkler Permit Application. Plans will need to be reviewed by the State.
- 4) Will need separate permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, etc
- 5) Will need a Land Disturbance Permit and an Erosion Control Plan. Erosion Control Measures will need to be in place prior to construction and maintained throughout the process. This includes a DOT approved silt fence and clean rock for the tracking pad.

#### **Planning Department (Tim Acklin-789-7391)**

- 1) L5-Entrances must be covered at least 3ft from the door.
- 2) Must submit a shared access agreement if access to the parking lot is through the parcel immediately to the south.
- 3) E4- Must provide a detail of the trash enclosure if proposed, or indicate location of trash area on Site Plan.
- 4) Must provide a detailed Landscape Plan, including species and size of all plantings and tree and outdoor recreation space.
- 5) K7- Façade facing Losey Blvd must meet the 20% windows/doors requirement. Provide calculation.

#### **Police Department -(Tom Walsh-789-7206)**

- 1) No issues at this time

#### **Utilities Department- Bernie Lenz-789-7588**



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- 1) Must provide plan that shows how service is being provided to the site. This includes size and connection location. Can be shown on the Site Plan.
- 2) If multiple water connections is proposed an easement is required for 24/7 access for the City.
- 3) Additional information is needed on the existing utility easement is for.

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

- 1) Must submit a detailed Grading Plan that shows elevations and how the site is being drained.
- 2) Must provide details on the bio-retention area, including the overflow area.
- 3) Must identify the tree species and size if trees are proposed in the bio-retention area.
- 4) 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 (Craig Snyder/Kyle Soden/Steve Cash 789-7264/789-7271/789-7260)**

- 1) Must follow NFP10 for fire extinguishers.
- 2) Must coordinate the location of KNOX boxes with the Fire Department
- 3) Sprinkler and Fire Alarm Plans must be reviewed by the State and submitted to the Fire Department. Both must be tested prior to occupancy.
- 4) 13R is required. Can be BD if interested.