



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: APRIL 5, 2019

TO: DESIGN REVIEW COMMITTEE
NATE ANDEREGG, NICOLAI APARTMENTS
KEVIN TIMMERMAN, 5TH AVE DESIGN

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

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

Design Review Committee Members Present:

Bernie Lenz, Utilities 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
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Tom Walsh, Police Department

On April 5, 2019 the Design Review Committee **Conditionally Approved** the plans submitted for the project located at 3183 Losey Blvd subject to the following conditions:

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

- 1) Submitted access agreement will need to be recorded on the property with the Register of Deeds and a copy of the recorded agreement will need to be submitted back to the City.
- 2) If work will be done in Losey Blvd an Excavation Permit is required and Traffic Control Plan will need to be submitted to the Engineering Department for approval.

Division of Fire Protection and Building Safety (Building and Inspections Department) (Contact-John Molledahl- 789-7583/Jason Riley 789-7585)

- 1) Issues with where the Sewer and Water are connecting. Work with Jason Riley on this issue.
- 2) Utility laterals must connect to the front of the property and not to the property to the south. A shared water lateral is not permitted.
- 3) Will need separate permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, etc
- 4) 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.
- 5) Will need State approved plans.
- 6) Submit UL rated assembly prior to framing inspections.

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

- 1) No issues at this time.

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

- 1) Must show a 15ft landscaped buffer between the parking lot and the building.

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

- 1) Utility laterals must connect to the front of the property and not to the property to the south. A shared water lateral is not permitted.

- 2) Proposed plans shows an existing 6" pipe. City shows 4" pipe. Work with Bernie Lenz to confirm.
- 3) If stormwater facility not connecting to storm sewer, facility must be able to control a 10-year event on own parcel before spilling out.
- 4) Project in a Wellhead Protection Area. Encourage 3ft depth of engineered soil rather than 2ft.

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

- 1) Need to submit a detail of the bio-retention area.
- 2) There is a disconnect or inconsistent information between Plan Sheet C2 and the Landscape Plan. Please correct.
- 3) Trees will need to be removed from the retention area.
- 4) Stormwater is not permitted to cross property lines. Please revise.
- 5) A Post Construction Maintenance Agreement will need to be submitted, reviewed and approved by the Engineering Department and then recorded with the Register of Deeds prior to receiving a Building Permit.

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

- 1) Proposed 13R system will not work with a 2" service. Will need a 4" service or will need a separate connection. 13D recommended.
- 2) Applicant stated they will tie into the existing alarm system.
- 3) Correct code needs to be cited for fire extinguishers. Plans state NFP13R. Should read NFP10 or correct citation.