



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** APRIL 5, 2019

**TO:** DESIGN REVIEW COMMITTEE  
DAVE HOLSTROM, CONSTRUCTION EXPRESS INC  
REBECCA FLEGE, BORTON CONSTRUCTION  
PAUL BOSHEIM, BORTON CONSTRUCTION

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

**SUBJECT:** MULTI-FAMILY DESIGN REVIEW PROJECT  
1032 CALEDONIA STREET- ST JAMES CHURCH

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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  
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 **reviewed** the plans submitted for the project located at 1032 Caledonia Street (St James Church) 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 Utilities 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) Some of the plans show a canopy over the Windsor Street ROW. A Revocable Occupancy Permit is required from the Board of Public Works if a canopy over the ROW is desired.
- 2) Any work into the adjacent street will need an Excavation Permit and approval of a Traffic Control Plan by the Engineering Department.

#### **Division of Fire Protection and Building Safety (Building and Inspections Department) (Matt Diehl- 789-7562/Jason Riley 789-7585)**

- 1) If there are 16+ fixtures the project will need State approval for the Plumbing Plan.
- 2) Must submit a plan for the proposed plumbing in the basement.
- 3) If there will be piping for stormwater they will need to be included on the State Plans.
- 4) Will need to meet any requirements associated with the Airport Height Overlay District.
- 5) Will need State approved Plans for Building, Plumbing, HVAC.
- 6) Will need a Sprinkler Permit Application. Plans will need to be reviewed by the State.
- 7) Will need separate permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, etc
- 8) 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 DOT approved silt fence and clean rock for the tracking pad.
- 9) The mop sink room must have an exhaust fan.
- 10) Need more details on the bathrooms.
- 11) If any new counters are installed they must be ADA accessible.

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

- 1) Will need to meet the off-street parking requirement or request a waiver from the Common Council.
- 2) Must show building materials on the final elevations.
- 3) Include a cornice on the western section of the proposed addition to match the rest of the addition.



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

- 1) If cameras will be installed it is highly recommend that you works with the Police Department for proper placement and to tie into the their system.
- 2) Any alarm system should be registered with the Police Department.
- 3) If barricades are wanted to close Windsor Street for any reason, such as for the school, approval is required from the Board of Public Works.
- 4) Highly recommended that the project should try and be completed before Oktoberfest. If not, it is highly recommended that all equipment be moved off site during the event.

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

- 1) Good with Water and Sewer.
- 2) Have questions on Storm, Cannot overflow to alley. Depending on whether its connected to City system or not a stormwater facility design for a ten-year storm may be required. Work with Engineering on this issue.
- 3) 6" pipe or less may tie back into catch basin.

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

- 1) Must submit a detailed stormwater management plan that includes details on the bio-retention area, including the overflow area.. Will meet with storm designer if needed.
- 2) 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) No issues at this time.