



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: APRIL 12, 2019

TO: DESIGN REVIEW COMMITTEE
JEFF MOORHOUSE AND CATHY GEISTER, PARAGON ASSOCIATES
RACHEL MAHAIRAS AND ALAN IVERSON, CASTLE REALTY

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
CASTLE REALTY- 2216 STATE ROAD 16

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
Steve Cash, Fire Department- Division of Fire Protection and Building Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety

On April 12, 2018 the Design Review Committee **Conditionally Approved** the plans submitted for the project located at 2216 State Road 16 (Castle Realty) 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) - (Matt Gallagher-789-7392/Doug Kerns- 789-8185)

- 1) No issues at this time.
- 2) Recommended that the applicant check with the WisDOT about having 2 connections into the catch basin.

Division of Fire Protection and Building Safety (Building and Inspections Department)

Matt Diehl- 789-7562/Jason Riley 789-7585

- 1) Will need State approved Plumbing Plans for the interior and exterior.
- 2) Will need to confirm the depth of the laterals under the proposed bio-filter. Confirm with the Utilities Department or the Plumbing Inspector. Should be 6ft below the surface. Maybe shift bio-filter system to the south.
- 3) Catch basin has two connections to it. Confirm with the Utilities Department that design is ok.
- 4) Concerned about backwater. Confirm with Engineering/Utilities Department.
- 5) Depending on future tenant uses the parking lot and number of spaces will have to be reevaluated at time of permitting.
- 6) Project is located within an Archeological Sensitive Area. Forms are available in the Division of Fire Protection and Building Safety Department to go through this process.
- 7) Will need to submit an Erosion Control Plan for use during construction with location of tracking pads, silt fence, inlet protection, silt socks, etc. Tracking pad must be 3-6in of clear stone. Breaker rock is not permitted.
- 8) Will need separate permits. This includes HVAC, fences, Electric, Plumbing, and Building, signage, land disturbance.
- 9) A 10ft vision clearance triangle is required at the driveway.
- 10) Will need State approved plans.

Police Department-Tom Walsh-789-7206

- 1) Highly recommend cameras. If cameras are installed the Police Department would like to help coordinate and tie them into their Project Blue Light system.
- 2) Any security alarms will need to be registered with the Police Department.

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

- 1) No issues at this time.

Utilities Department- - Bernie Lenz-789-7588

- 1) Need more information on where the overflow is going.

- 2) Concerned with the pipes being clogged. Recommend designing a spot for easier cleanout. May design a small area drain or manhole where the pipes come together.

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

- 1) Have been in contact with Kurt Wagner with a few minor changes to the stormwater management plan.
- 2) This is a closed Lust Site. Will need a soil management plan.
- 3) 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.
- 4) Make sure engineer is involved in installation of the stormwater facilities to ensure proper installation. A stamped letter of substantial completion from the design engineer of the project within 10 days of completion.

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

- 1) Sprinkler system is highly encouraged.
- 2) Sprinkler system requirements will be re-evaluated depending on the use of future tenants.
- 3) Fire Alarm Plans reviewed by State if any are installed.