



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: NOVEMBER 16, 2018

TO: DESIGN REVIEW COMMITTEE
JOHN MAZZOLA
GARY KASTNER
JAMIE MAKEPEACE

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
4-UNIT CONDOS- WATERVIEW SUBDIVISION

Design Review Committee Members Present:

Bernie Lenz, Utility Department
Tim Acklin, Planning & Development Department
Doug Kerns, Engineering Department
Yuri Nasonovs, Engineering Department
Brent Thielen, Fire Department- Division of Fire Protection and Building Safety
Craig Snyder, Fire Department- Division of Fire Protection and Building Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety

On November 16, 2018 the Design Review Committee **Conditionally Approved** the plans submitted for the 4-unit buildings/condominiums located in the Waterview Subdivision subject 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 - (Contact-Matt Gallager-789-7392/Doug Kerns- 789-8185)

- 1) Will need Sidewalk and Driveway Permits. Must submit a final design that clearly defines both sidewalks and driveways in the ROW. Coordinate with Doug Kearns.
- 2) Beginning in 2019 the City will be requiring additional permitting for contractors and subcontractors to park out on public streets during construction projects they are working on.

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact-Jon Molledahl- 789-7583)**

- 1) Brent Thielen was present for Jason..
- 2) Will need separate permits. This includes HVAC, fences, Electric, Plumbing, and Building.
- 3) Will need fence permits
- 4) Will need State approved HVAC, Interior and Exterior Plumbing and Building plans.
- 5) Provide plan to show the locations of all laterals on the property and through the building. Work with Jason Riley (789-7585).
- 6) Plans show a 13R Sprinkler system. 1-inch pipe may be too small for system.
- 7) Must provide documentation that the property has been removed from the Floodplain.
- 8) Check the required fire separation to make sure what is stated on the plans meet code.
- 9) Revise Site Plan to include the setback lines for R4-zoning.
- 10) Must provide a party wall section plan.
- 11) Any plantings must be lower than 3ft if installed in the vision corner triangle.
- 12) Foundation Insulation. (Check with John on this)

Police Department- Tom Walsh-789-7206

- 1) No issues at this time.

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

- 1) Would like to have a section of the overhead door include windows.

Water Department- Bernie Lenz-789-7588

- 1) Will need to submit a Condo Plat to the City for approval. Work with Scott Dunnum (789-7369) on this process.
- 2) Need to submit a plan with the Utilities located on them for further review.
- 3) Must follow the City's Lateral Policy.
- 4) When building/designing condominiums it is important to remember to take in all of the property lines.

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

- 1) No comments at this time. Will provide final comments once plans are submitted for review.
- 2) If condominiums are constructed additional language will need to be placed in the covenants to specify who will be responsible for any on-site stormwater management facilities.

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

- 1) Highly recommends installing a 13D sprinkler system if condominiums. Can tie into Plumbing system and permitting.