



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** JUNE 26, 2018

**TO:** MULTI-FAMILY DESIGN REVIEW COMMITTEE  
JOE BOND JR

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

**SUBJECT:** MULTI-FAMILY DESIGN REVIEW PROJECT  
1710 HAGAR STREET

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Design Review Committee Members Present:

Tim Acklin, Planning & Development Department  
David Reinhart, Fire Protection and Building Safety  
Matt Gallager, Engineering Department  
Bernie Lenz, Water Department

On June 22, 2018 the Design Review Committee **reviewed** the plans submitted for the project located at 1710 Hagar Street 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**

Approval of Final Plans from the Planning and D

### **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 development Department.
- 1) 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) Revise plans to show correct boulevard dimensions.
- 2) Driveway width may not exceed the width of the garage.
- 3) Driveway design must meet the City's driveway specifications.
- 4) Must obtain all proper permits from the Engineering Department.
- 5) Will need to submit a Lighting Plan if any exterior lights are proposed.
- 6) If a sidewalk is installed at a future ate by the City there will be no parking permitted over the sidewalk.
- 7) If the driveway is installed as a common, or one driveway, a shared driveway agreement is required.

### **Division of Fire Protection and Building Safety (Building and Inspections Department) (Contact-Dave Reinhart- 789-7564)**

- 1) Revise plans to indicate the proposed development is a twindominium and not a duplex.
- 2) Must provide a 6ft side yard setback.
- 3) Must provide a 25ft front yard setback. Powell Street is considered the front yard.
- 4) Will need a variance from the Board of Zoning Appeals for the rear yard setback. Need 28ft.
- 5) Will need an erosion control plan and all window and door schedules.
- 6) Will need and variance from the Board of Zoning Appeals for lot size.

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

- 1) Will need to provide a Landscaping Plan or depict the proposed landscaping on the Site Plan.
- 2) Must break up the large roof. No larger than 40ft or must have architectural feature breaking it up. (Prairie Style dormers?)
- 3) Must add a window to the West and East elevations.

### **Police Department -(Contact-Thomas Walsh 789-7206)**

- 1) No issues at this time.

### **Water Department (Contact-Mark Johnson-789-7588)**

- 1) Final plans must show the locations of all utilities.
- 2) Must meet the City's Twindominium lateral specifications.
- 3) Will need to specify connections of utilities.
- 4) Must maintain proper erosion control measures during construction.



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

- a) No issues at this time.

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

- 1) No issues at this time.