



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JUNE 21, 2019

TO: DESIGN REVIEW COMMITTEE
JARED FLICK, PARKS DEPARTMENT

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERICAL DESIGN REVIEW PROJECT
GREEN ISLAND PARK TENNIS COURT FACILITY

Design Review Committee Members Present:

Tim Acklin, Planning & Development Department
Yuri Nasonovs, Engineering Department
Jon Molledahl, Fire Department- Division of Fire Protection and Building Safety
Craig Snyder, Fire Department- Division of Fire Protection and Building Safety
Matt Gallager, Engineering Department
Tom Walsh, Police Department

On June 21, 2019 the Design Review Committee **reviewed** the plans submitted for the project located at Green Island Park (Tennis Court Facility) 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) Make sure that the required parking lot requirements are met. 22' Drive Aisles. 144.5sqft parking stalls. Required ADA spots.
- 2) Make sure a Photometric Plan is prepared for the site for all exterior lighting.
- 3) Evaluate existing pedestrian connections through the parking lot and determine if can be moved. Two prominent trails connect at this park.

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

- 1) Will need a Land Disturbance Permit and an NOI from the WisDNR as the project site is over an acre.
- 2) Building must be a least 50' from the OHW mark.
- 3) Parking lot to the south is across parcel lines. Parking lots will either have to be moved to be completely on the parcel or combine the lots. Recommended to also include the boat landing parking.
- 4) Will need to provide the required number off-street parking spaces. Will not be able to determine until further detail on seating is provided both inside and outside.
- 5) Must meet the required ADA spots and provide them in each parking lot. 4 in the Cook Street lot. 1 must be van accessible. 2 in the lot off of 7th Street. 1 must be van accessible.
- 6) Need additional detail for any proposed bathrooms and drinking facilities.
- 7) Dome structure will need to be approved by the State and stamped by a licensed architect.
- 8) Will need separate permits for HVAC, Plumbing, Electric, Fences, Signage, Building, etc
- 9) Will need 2 sets of plans upon submittal of a Building Permit application. 1 can be electronic.
- 10) 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.

Planning Department (Tim Acklin-789-7391)

- 1) Must have a Photometric Plan for the site. Must show foot candles 20ft beyond the property line.
- 2) Will have more feedback once plans for the dome are submitted.
- 3) Highly recommend another preliminary review once more detail is completed fro the project.



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Police Department -(Tom Walsh-789-7206)

- 1) No comments at this time.

Utilities Department- Bernie Lenz-789-7588

- 1) There are minimal utilities shown on the plan.
 - a. Show existing water service. Tape records are available from the Utility office.
 - b. Any new utility connection- if so, show on plans.
 - i. Storm sewers?
 - ii. water fountains?
 - iii. bathroom?
- 2) The pond is a regional treatment facility feed by storm sewer mains off Miller Street. I believe State and local ordinances require the storm water to be treated on-site. I see no storm water treatment facilities and a whole lot of new stormwater run-off.
 - a. Consider turning courts on the east edge 90 degrees and using space saved for stormwater?
- 3) It would be to your benefit and ours if you came back for a second preliminary review once you have some design completed.

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

- 1) Highly recommend that design form stormwater management be designed to utilize the existing pond to the wet of the project site rather than construct an underground system. Have engineers contact Yuri for additional details on the pond's capacity.

Fire Department (Craig Snyder/Kyle Soden/Steve Cash 789-7264/789-7271/789-7260)

- 1) If the dome will be over 12,000sqft and/or classified as an A3 or A4 occupancy you may need to sprinkler the building.
- 2) Will need to evaluate more detail on the exiting and egress from the building.
- 3) If connecting the dome to the existing building you may need to sprinkler the existing building or have a fire door separation. Work with Craig on these details.