



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: AUGUST 9, 2019

TO: DESIGN REVIEW COMMITTEE
JEFF MOORHOUSE, PARAGON ASSOCIATES
CATHY GEISTER, PARAGON ASSOCIATES
PETER GERRARD, GERRARD CORPORATION

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: DESIGN REVIEW PROJECT
MULTI-FAMILY BUILDING -10TH & VINE STREETS

Design Review Committee Members Present:

Tim Acklin, Planning & Development Department
Jon Molledahl, Fire Department- Division of Fire Protection and Building Safety
Bernie Lenz, Utilities Department
Tom Walsh, Police Department
Kyle Soden, Fire Department- Division of Fire Prevention and Building Safety
Matt Gallager, Engineering Department
Jason Riley, Fire Department- Division of Fire Prevention and Building Safety

On August 9, 2019 the Design Review Committee **reviewed** the plans submitted for the Multi-Family project located at 10th and Vine Streets and provided the following information:

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

- 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 (Stormwater)- Yuri Nasonovs- 789-7594

- 1) Provide model demonstrating compliance with 40% TSS removal.

Water Department- Bernie Lenz-789-7588

- 1) Water meter will need to be outside or in an interior room that the City has 24/7 access to. Must show on final plans.
- 2) Recommend connecting to existing sanitary in Vine Street.

Engineering Department (Traffic)- Matt Gallager-789-7392

- 1) Must provide a Photometric Plan for all exterior lighting.
- 2) No concern on proposed curb cut on 10th Street N.
- 3) Will have to get approval from the Board of Public Works if digging into 10th Street and if the street is 5 years old or less. May be easier to dig into Vine Street.

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

Brent Thielen- 789-7581/Jason Riley- 789-7585

- 1) Need to show water meter arrangement on final plans. This includes location, number of meters, and access to them.
- 2) Will need State approved Plumbing plans. Include all exterior utilities.
- 3) Coordinate with fire contractor the size of the pipe for service. The label on the plans states a 6" pipe. Make sure that is large enough.
- 4) Obtain a stormwater quality management letter from the Engineering Department.
- 5) Must combine parcels.
- 6) Will need to complete the "cut and cap" process for any remaining laterals.
- 7) Gas meter vents must be 3ft from any windows.
- 8) Will need 2 more ADA parking spaces. (requirement for project is 1 van accessible and 2 normal) Coordinate this requirement with Inspections.
- 9) Make sure all fire penetrations are installed correctly.
- 10) Will need State approved Plans. Include all component submittals, especially trusses.
- 11) Will need separate permits for everything. (Sign, Fence, Building, Plumbing, HVAC, Electrical, Footing & Foundation, Land Disturbance)
- 12) Must combine parcels.



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- 13) Will need an Erosion Control Plan showing erosion control measures including silt fence, tracking pad, inlet protection, silt socks, location and material used. Tracking pads are required to be 3" clear stone or an approved man made pad.
- 14) Will need 1 Type A unit on the 1st floor. Rest will need to be Type B on the 1st floor.
- 15) Will need to provide a recycling space in the interior of the building.

Fire Department- Craig Snyder-789-7264/Kyle Soden- 789-7271

- 1) Alarm, and sprinkler plans needed prior to construction.
- 2) State Fire Alarm and Sprinkler Plans required. Should be forwarded to Fire Prevention and Building Safety.
- 3) KNOX box is required.
- 4) Must provide crash protection for the gas meters.
- 5) Carbon monoxide detectors are required for each unit.

Police Department- Tom Walsh-789-7206

- 1) No comments at this time.

Planning Department- Tim Acklin 789-7391

- 1) Will need waivers for the proposed curb cut on 10th Street and the landscaped buffer between the building and the parking area from the Common Council.
- 2) Show all exterior mechanical on the final plans. (AC units, gas meters, water meters, etc)
- 3) Must provide a Lighting Plan for final design review. Include photometric and spec