



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: AUGUST 30, 2019

TO: DESIGN REVIEW COMMITTEE
JARED FLICK, PARKS, RECREATION, & FORESTRY DEPARTMENT

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERICAL DESIGN REVIEW PROJECT
GREEN ISLAND PARK- 2300 7TH STREET S (PHASE 1- OUTDOOR COURTS)

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
Craig Snyder, Fire Department- Division of Fire Prevention and Building Safety
Matt Gallagher, Engineering Department

On August 30, 2019 the Design Review Committee **Conditionally Approved** the plans submitted for the project located at 2300 7th Street S (Green Island Tennis Courts- Phase 1) subject to the following:

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 Gallagher-789-7392)

- 1) No issues at this time.

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

- 1) Will need to submit an Erosion Control Plan with a rock tracking pad. Needs to include clear rock, not breaker rock. Will need to provide proper WisDOT silt fence that is installed prior to work being started.
- 2) Need to provide the number of seats that will be provided inside the existing arena and outside. Requirement is 1 parking space for every 5 seats.
- 3) Will need an NOI Land Disturbance Permit.
- 4) Will need separate permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, Land Disturbance, etc
- 5) Will need 2 sets of plans upon submittal of a Building Permit application. 1 can be electronic.
- 6) Will need State Plan approval for Plumbing and Storm plans if project is over an acre. This also include review of infiltration.
- 7) Some tennis courts are over the top of a city-owned sewer main. Will need to check with the Utilities Department for permission.
- 8) Drain down for drinking fountain may not drain below grade. Show detail on plan for drain down and winterization.

Planning Department (Tim Acklin-789-7391)

- 1) Need to rezone the parcel located on the south end of the project site and combine it with the main park parcel.

Police Department -(Tom Walsh-789-7206)

- 1) No issues at this time.

Utilities Department- Bernie Lenz-789-7588

- 1) Concerned about the utilization of the existing pond located to the west of the project for Phase 2. May need Board of Public Works approval. Work with Bernie and Yuri on this issue.
- 2) Recommend going through the City's Stormwater Utility Credit Program. Makes sure that a Storm Utility Form is submitted with the Land Disturbance Permit.

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



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- 1) Proposed storm sewer is crossing property line. Parcels have to be combined or legal documents addressing permission to build, maintenance, ownership and etc.to be recorded and filed.
- 2) 24” outfall has to be permitted thru DNR. Provide copy of the permit and sizing calculations.

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

- 1) No issues at this time.