



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: AUGUST 30, 2019

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

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

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

Design Review Committee Members Present:

Tim Acklin, Planning & Development Department

Brent Thielen, Fire Department- Division of Fire Protection and Building Safety

Bernie Lenz, Utilities Department

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

On August 30, 2019 the Design Review Committee **Conditionally Approved** 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 - (Matt Gallager-789-7392)

- 1) Will have to get approval from the Board of Public Works if digging into 10th Street or Vine Street.

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Brent Thielen- 789-7581/Jason Riley 789-7585)**

- 1) Will need a Sprinkler Permit Application. Plans will need to be reviewed and approved by the State.
- 2) Will need separate permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, etc.
- 3) Will need State approved Building & HVAC plans. This includes truss specifications.
- 4) 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.
- 5) Will need State approved plans for the interior and exterior plumbing. Must include the meter locations on the plans. Also need State approval for storm.
- 6) No trees will be permitted in the Vision Corner Clearance.
- 7) Will need a Demolition Permit to remove the existing house.
- 8) Will need Excavation Permits from Engineering for the closure of any sidewalks and digging into the street.
- 9) Will need to combine parcels.

Planning Department (Tim Acklin-789-7391)

- 1) Must obtain waivers for driveways and landscaped buffer from the Common Council.
- 2) Must combine parcels.

Police Department -(Tom Walsh-789-7206)

- 1) Highly recommend the installation of security cameras. Police Department can work with the applicant to determine the best location for alarms and cameras.

Utilities Department- Bernie Lenz-789-7588

- 1) Highly recommended to time street excavation approval and work before street is frozen.
- 2) Must follow City requirements for metering. City will need to 24 hour access to room with the water meters. Method for access will need to be in place prior to meters being delivered for installation.



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

- 1) Post construction Engineer certification along with as-builts **is required** for all projects. Letter (certificate) of Substantial Completion has to be submitted by **Engineer** prior to request for the Occupancy Permit. All significant changes to the approved plans have to be resubmitted and get approval from the city.

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

- 1) Must coordinate the location of KNOX boxes with the Fire Department
- 2) Sprinkler and Fire Alarm Plans must be reviewed by the State and submitted to the Fire Department. Both must be tested prior to occupancy.
- 3) Will need a 5" STORZ Connection. Do not use a twin Siamese connection.