



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: APRIL 5, 2019

TO: DESIGN REVIEW COMMITTEE
MARK WELCH, G CUBED
JOSE RIVAS, YAGGY COLBY
JEREMY KANE

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
FARNAM FLATS-7TH AND FARNAM STREETS

Design Review Committee Members Present:

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

On April 5, 2019 the Design Review Committee **reviewed** the plans submitted for the project located at 7th and Farnam Streets (Farnam Flats) 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) Be aware of your footings. If they occur over the parcel line into the ROW, even though they are underground, you will need to obtain a Street Privilege Permit from the Board of Public Works.
- 2) Any planters, tables, chairs, etc in the ROW will need a Revocable Occupancy Permit from the Board of Public Works.
- 3) Will need to meet the off-street parking requirement or request a waiver from the Common Council.
- 4) Make sure your bid that includes a 5" width for any public sidewalks.
- 5) Must work with City Surveyor to make sure the grades are set of any sidewalks prior to construction.
- 6) Must work with the Parks Department on the removal and installation of any blvd trees.
- 7) Will need a permit for any street/utility work from the Engineering Department.

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

- 1) Must provide utility plan that shows storm sewer connection, if any, and any connections must meet City specifications.
- 2) Have concerns with heat bumps. These are not permitted to dump into the City 's sanitary sewer.
- 3) Will need State approved interior and external Plumbing Plans.
- 4) Will need to combine the parcels.
- 5) Will need State approved Plans for Building, Plumbing, HVAC, precast trusses, and electrical plans. Will need 2 sets of plans. 1 hard copy and 1 electronic.
- 6) Will need a Sprinkler Permit Application. Plans will need to be reviewed by the State and submitted to the City with the Building Permit application.
- 7) Will need separate permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, etc
- 8) Will need a Land Disturbance and 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.



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- 9) Will need to add a handicapped parking stall in the basement parking.

Planning Department (Tim Acklin-789-7391)

- 1) Will need to meet the off-street parking requirement or request a waiver from the Common Council.
- 2) Must show building materials on the final elevations. Must provide elevations for all facades.
- 3) Must meet the requirement of a 15ft landscaped buffer between the parking lot and the building or request a waiver from the Common Council.
- 4) All flat roofs must have a parapet wall unless sloped for drainage.
- 5) Must provide a Landscape and Photometric/Lighting Plan for the final design review process.

Police Department -(Tom Walsh-789-7206)

- 1) No issues at this time.

Utilities Department- Bernie Lenz-789-7588

- 1) Must follow the City's metering policy. If there will be individual metering the City requires 24/7 access. Plans must show access to any interior meter room.
- 2) Must show all lateral connections on the final Utility Plan.
- 3) Must coordinate with the Utility Department if you need to further cap the existing utilities.

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

- 1) Water quantity is good.
- 2) Must meet 40% TSS removal for the site and provide model that shows how this is achieved.
- 3) Will not be permitted to allow water from parking flow to alley. BMP.
- 4) No pressurized system can connect to the City system. Must connect to private manhole or system.
- 5) No pipe larger than 12" can connect into catch basin.
- 6) A Post Construction Maintenance Agreement will need to be reviewed and approved by the Engineering Department and recorded with the Register of Deeds prior to receiving a Building Permit.
- 7) A stamped letter of substantial completion from the design engineer of the project within 10 days of completion.

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

- 1) Will need State approved Sprinkler and Alarm plans. Must also submit to the City.
- 2) Will need a KNOX Box. Can be purchased online. Must have confirmed correct address.
- 3) Fire Department Connection must be within 150ft of a hydrant. 5" STORZ.