



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: FEBRUARY 21, 2025

TO: DESIGN REVIEW COMMITTEE
KRIS ROPPE, ISG
JEREMY NOVAK, 360 REAL ESTATE

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
10TH & DIVISION STREETS, 12-UNIT APARTMENT
10TH & FERRY STREET, 24-UNIT APARTMENT

Design Review Committee Members:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Eddie Young, Fire Department- Division of Fire Protection and Build Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Bee Xiong, Fire Department- Division of Fire Protection and Building Safety
Leah Miller, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Jackson Overby, Engineering Department

Plans were submitted on February 14, 2025, to the Design Review Committee for review of a multi-family developments located at 10th & Division and 10th & Ferry Streets. The following comments/feedback have been provided.

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.
- 3) Field review and approval of the completed stormwater management facility by the City's Utilities Department.

Engineering Department - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) 10th street, Ferry St, and Division St are less than 5 years old. Need Board of Public Works approval for utility connection. Full pavement replacement curb to curb is likely required. (Stephanie Sward)
- 2) Ferry St has an existing curb opening. Please close at least the driveway apron. (Stephanie Sward)
- 3) 12-unit development. Photometric plan good. Please provide cutsheet of wall pack. (Jamie Hassemer)
- 4) Will need a Photometric Plan for the proposed 24-unit. (Jamie Hassemer)
- 5) Parcels will need to be combined.
- 6) All sidewalk and curb & gutter removed for utility construction needs to follow City guidelines.

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact-Eddie Young 789-7582, Jason Riley- 789-7585)**

- 1) 12-Unit
 - a. Will need a variance from the Board of Zoning Appeals for the rear yard setback
 - b. Lots will need to be combined.
 - c. Will need separate permits for Plumbing, Electrical, HVAC, Sprinkler/Fire, and Fences.
 - d. Separate Demolition Permits are needed for each existing dwelling unit.
 - e. State approved plans are needed for HVAC, Building, and Plumbing plans.
 - f. Reminder that Sewer Connections Fees, Stormwater Permits, and State Approved Plans must be paid and approved prior to any permits being issued. (Jason Riley)
- 2) 24-unit
 - a. Will need to meet setback requirements and area requirements if parcel is to remain R5-Zoning.

- i. Area requirement- 1,500sqft of lot area per dwelling unit
 - 1. Setbacks- Front- 20', Side- 7', Rear- 20% the depth of the lot.
- b. Will need separate permits for Plumbing, Electrical, HVAC, Sprinkler/Fire, and Fences.
- c. Separate Demolition Permit is needed for the existing dwelling unit.
- d. State approved plans are needed for HVAC, Building, and Plumbing plans.
- e. Reminder that Sewer Connections Fees, Stormwater Permits, and State Approved Plans must be paid and approved prior to any permits being issued. (Jason Riley)

Police Department- Linnea Miller-789-7205

- 1) No comments have been provided at this time.

Planning Department-(Contact-Tim Acklin-789-7391)

Division Street Comments

- 1) 12-Unit
 - a. Revise unit matrix totals on Sheet A1-21. Totals do not add up.
 - b. E4- Must provide detail of trash and dumpster enclosure. If trees indicate on Landscape Plan.
 - c. E6(e) Indicate location of any wall mounted air conditioners on the elevations.
 - d. Must provide a Landscaping Plan is required.
 - e. Need dimensions on elevations of building height and length of roof line.
 - f. Any exceptions must be approved by the Common Council.
- 2) 24-Unit
 - a. E2 Indicate location of Utility meters, trash, bike parking, building mechanics
 - b. E5 One covered trash can by every building entrance that serves more than 2 units
 - c. E7 Must indicate bike parking on plans for 24 unit (1 space per 3 bedrooms)
 - d. E4 Must provide detail of trash and dumpster location and enclosure. If trees indicate on Landscape Plan.
 - e. F2 Landscaping Plan Required.
 - f. A Photometric Plan is required for final design review.
 - g. F10 Min 200 Sq ft of outdoor recreational space (750 sq ft of outdoor recreational space needed)
 - h. K4 Building shall be designed to provide interest and variety.
 - i. Variation in building form
 - ii. Diversity of window size
 - i. K6 Articulate façade with projections or bays when building is more than 50% wider than adjacent buildings
 - j. L3 No building shall be allowed more than two entrances on any single façade (except row houses)
 - k. M4 Exterior entry doors shall be residential in style
 - l. N4 flat roofs must incorporate a parapet wall on all sides
 - m. N5 Large roofs shall be articulated that minimize apparent bulk of the building
 - n. Label exterior materials to be used on elevations.
 - o. Any exceptions must be approved by the Common Council.

Utilities Department- (Brian Asp- 789-3897)

- 1) 12 -Unit

- a. Must combine parcels.
 - b. Project subject to sewer connections fees. Work with Brian on this item.
 - c. Must submit a meter plan. Individual or master meter? If individual a utility room is required with access provided to the City.
- 2) 24-Unit
- a. Project subject to sewer connections fees. Work with Brian on this item.
 - b. Must submit a meter plan. Individual or master meter? If individual a utility room is required with access provided to the City.
 - c. Show water on west side. Our maps show it on the east side. May need to pull some curb.
 - d. 10th street is fairly new may need BPW permissions to work in street.

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

- 1) A Water Quality Management Letter is required for each project.
- 2) A separate Stormwater Permit is required for each project. Process on city website.
- 3) 12-Unit- Lots must be combined before permit will be issued.
- 4) Follow stormwater management plan submittal per Chapter 105.

Fire Department- (Contact-Bee Xiong 789-7264)

- 1) 12-Unit
 - a. Knox Box Required
 - b. Appropriate plans submitted to the State and the Fire department along with fees and permit applications for fire alarm and fire sprinkler systems prior to any work starting. Emailed electronically to FD (state approved plans for fire alarm and sprinkler systems required for FD).
 - c. Sprinkler FDC within 100' of nearest hydrant.
 - i. If there is a sprinkler system, 200 psi hydro underground water service line must be performed along with flush test with FD prior to hooking up to sprinkler riser (preferably as soon as the line is covered with dirt).
- 2) 24-Unit
 - a. Knox Box Required
 - b. Appropriate plans submitted to the State and the Fire department along with fees and permit applications for fire alarm and fire sprinkler systems prior to any work starting. Emailed electronically to FD (state approved plans for fire alarm and sprinkler systems required for FD).
 - c. Sprinkler FDC within 100' of nearest hydrant.
 - i. If there is a sprinkler system, 200 psi hydro underground water service line must be performed along with flush test with FD prior to hooking up to sprinkler riser (preferably as soon as the line is covered with dirt).

Parks, Recreation, and Forestry- (Contact- Leah Miller 789-8672, Dan Trussoni 789-4915)

- 1) Submit a Landscaping Plan for final review.