



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: AUGUST 9, 2024

TO: DESIGN REVIEW COMMITTEE
RYAN WELKE, ISG
KRIS ROPPE, ISG

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
10TH & DIVISION STREETS, 12- 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
Cullen Haldeman, Engineering Department

Plans were submitted on August 2, 2024 to the Design Review Committee for review of a multi-family development located at 10th & Division 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) Parcels will need to be combined. (I'm sure others will bring this up too)
- 2) Need to provide dimensions of parking stalls including Accessible stalls.
- 3) Provide Accessible route from parking stalls into the building
- 4) All sidewalk and curb & gutter removed for utility construction needs to follow City guidelines.
- 5) Any excavations in the street will require an excavation permit.
- 6) Division St was repaved in 2022 which will require BPW approval to cut into a new street. (10th Street is also less than 5 years old)
- 7) Utility connections will require curb to curb replacement of pavement because of the age of the street. (Stephanie Sward)
- 8) Need a photometric plan depicting all exterior lighting and light trespass 25ft off of the property line Also provide cutsheets of all proposed lighting fixtures.

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

- 1) Lots will need to be combined.
- 2) Must meet required setbacks of zoning district. Must also obtain any required variances from the Board of Zoning Appeals.
- 3) Separate permits for Plumbing, Electrical, HVAC, Sprinkler/Fire, and Fences.
- 4) Demo Permit is needed for the existing dwelling. A Conditional Use Permit is required for demolition if also not applying for a Building Permit for the new building.
- 5)
- 6)
- 7) Sewer connection fees must be paid prior to any plumbing permits being issued. (Jason Riley).
- 8) State plan review for all interior and exterior plumbing fixtures. (Jason Riley)

- 9) Stormwater Permit must be approved prior to any Plumbing Permits being issued. (Jason Riley)

Police Department- Linnea Miller-789-7205

- 1) Highly recommend cameras for the parking lots near entrance and exit points. Can coordinate with Police Department.

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

- 1) Properties will all need to have the same zoning and will need to be combined.
- 2) Revise unit matrix totals on Sheet A1-21. Totals do not add up.
- 3) C10. Does not meet parking requirement. Need 26 spaces. Provide 16. May need BOZA for variance for number of spaces or to be permitted to stack parking.
- 4) C16. Indicate where snow storage is on site plan or provide note on plans that it will be removed from property.
- 5) E7- Must indicate bicycle parking on plans.
- 6) E4- Must provide detail of trash and dumpster enclosure.
- 7) E6(e) Indicate location of any wall mounted air conditioners on the elevations.
- 8) A Landscaping Plan is required for final design review.
- 9) A Photometric Plan is required for final design review.
- 10) Will need landscaping around patios facing Division Street.
- 11) Need dimensions on elevations of building height and length of roof line.
- 12) K5- Techniques to minimize height
- 13) K6- Provide calculation of % of total façade of windows and doors on street facing façade.
- 14) L5- Provide dimensions of awnings over entrances.
- 15) M4(E)/P5 Overhead garage doors incorporate window slat.
- 16) Any exceptions must be approved by the Common Council.

Utilities Department- (Brian Asp- 789-3897)

- 1) Must combine parcels.
- 2) Project subject to sewer connections fees. Work with Brian on this item.
- 3) Must submit a meter plan. Individual or master meter? If individual a utility room is required with access provided to the City.

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

- 1) Follow stormwater management plan submittal per Chapter 105.
- 2) Follow Stormwater Permit submittal. Process on city website.

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

- 1) State approved plans for fire and sprinkler. Must also submit to the City.
- 2) Knox box is required. Preferred to be located near main entrance.
- 3) FDC needs to be within 100' of hydrant. Show on plans.
- 4) Underground water service line must be tested with Fire Department. Coordinate with them.

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

- 1) Submit a Landscaping Plan for final review.