



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** MARCH 14, 2025

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

**FROM:** TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

**SUBJECT:** DESIGN REVIEW PROJECT  
BADGER WEST- 411-431 WEST AVE N

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Design Review Committee Members:

Linnea Miller, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Engineering Department  
Yuri Nasonovs, Engineering Department  
Eddie Young, Building and Inspections  
Jason Riley, Building and Inspections  
Brian Asp, Utilities Department  
Bee Xiong, Fire Department- Division of Community Risk Management  
Leah Miller, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department

Plans were submitted on March 14, 2025, to the Design Review Committee for review of a multi-family developments located at 411-431 West Ave N. The following comments/feedback have been provided and must be addressed prior to any permits being issued.

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

- 1) Need a Photometric plan of exterior lighting. Cut sheets needed. Plan must show light trespass. (Jamie Hassemer)
- 2) City lighting on Badger St is being proposed to be removed. It will not be permitted to be removed. It can be relocated. Please indicate where it will be relocated to and know that it will be relocated at the developer's expense.
- 3) The typical section of the street shall be 6' sidewalk – 4' boulevard – 2.5' curb & gutter – 16' pavement – 2.5' curb & gutter/gutter-only driveway – 2' gap from back of gutter-only driveway to property line (total of 33' R/W).
- 4) The reconstructed 12th Street North is to surface drain to the north, with storm water directed to catch basins at the intersection with Badger Street.
- 5) No storm sewer was agreed to in the roadway. The storm overflow from the raingarden shall drain eastward and into the manhole in West Ave.
- 6) The Water Main shall be looped from the south end of 12th Street North eastward to the main in West Ave.
- 7) The depiction of the south end of 12th Street North needs to be updated to show that public R/W continues as far south as it currently does. The proposed partial vacation will only be the east half of the R/W.
- 8) Curb ramps at 12th & Badger must show detectable warning surfaces.
- 9) Any work in public ROW will need Excavation Permit and meet city specifications and standards.

### **Building and Inspections Department**

#### **(Contact-Eddie Young 789-7582, Jason Riley- 789-7585)**

- 1) TND Zoning approval will address the proposed setbacks.
- 2) Will need separate Demolition Permits for each building
- 3) Lots will need to be combined.

- 4) Will need separate permits for HVAC, electrical, building, signage, fences, etc.
- 5) Will need State approval for Building, HVAC, and Plumbing plans.
- 6) Fire hydrant close to turn lane.
- 7) Relocation of utilities to be approved by the Engineering Department and not Building and Inspections.

**Police Department- Linnea Miller-789-7205**

- 1) Recommend that cameras are installed as all entrance and exit points.

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

- 1) C2- No parking stall closer to a street than the building. Must meet requirement or request an exception through your zoning request.
- 2) C5- Rear buffer not met. Must be 5ft. Must meet requirement or request an exception through your zoning request.
- 3) C7- 10% of lot must be landscaped. Provide calculation on Landscape Plan.
  - a. Total landscape area: 7,351 provided. Please provide % calculation of total site.
- 4) E2- Must show location of utility meters, building mechanicals, and bike parking, Meters may not be located on street facing façade or on side façade within 10ft of street facing façade.
  - a. Location provided. Please provided dimension location is from front façade. Must be 10 ft from street facing façade.
- 5) Section I- Must submit a Photometric Plan with fixture specifications and cutsheets. Show light trespass 25ft beyond the property lines.
- 6) Section K1-4.- Building does not meet this requirement. It is a solid rectangle.
  - a. Features have been added/revised to address this item.
  - b. Add color to middle of building facade facing West Ave. Overhang added, exterior material color added, changed pattern of exterior materials in places. Can a shift be added? Recessed?
- 7) Density does not meet TND standard of 15-40 dwelling units per acre. Current proposed density is 74.7 units per acre. Please address as part of your TND rezoning application.

**Utilities Department- (Brian Asp- 789-3897)**

- 1) Storm sewer shall not be run under 12<sup>th</sup> St. and the storm water shall surface flow to Badger. Their private storm water shall connect to the Manhole on West Ave.
- 2) Watermain shall be looped from the south end of 12<sup>th</sup> St. and be connected into the main that runs under West Ave.
- 3) Sanitary sewer connection fee will be required, work with me to get it invoiced and paid prior to permits.
- 4) I may have missed it in the plans, but I don't see how they plan to meter the site (individual units, or one master meter).

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

- 1) A Water Quality Management Letter is required.
- 2) A separate Stormwater Permit is required per Section 105. Process on city website.
  - a) Incomplete submittal at this time.
  - b) Concept is based on proposed vacation of 12<sup>th</sup> Street N. Will need that approved prior to permit being approved.

3) Lots must be combined.

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

- 1) Knox Box Required
- 2) 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).
- 3) Sprinkler FDC within 100' of nearest hydrant.
  - a. 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) No concerns. There may be room to add a blvd tree on the north end, along Badger St. Please reach out once the project is complete to inquire and perhaps, the Parks Dept can add a tree in this area.