



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JANUARY 27, 2023

TO: DESIGN REVIEW COMMITTEE
MARK HAMMOND, MSP

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
THE DRIFTLESS, RIVER POINT DISTRICT- MSP

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, Engineering Department
Yuri Nasonovs, Engineering Department
Mike Suntken, Fire Department- Division of Fire Protection and Build Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Dan Trussoni, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On January 19, 2023 plans were submitted to the Design Review Committee for review of The Driftless residential development located in River Point District. 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 (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) City utilities currently don't exist- Will work with applicant on any issues associated with this.
- 2) Fire District-Work with Department to assist with addressing any requirements associated with this District.
- 3) Townhomes- prefer to be separate services but follow city requirements for metering and utilities.
- 4) Correct street names on plans- Kraft St, Steamboat Ct, River Bend Rd.
- 5) Surface Parking Lot - Please designate one ADA stall as van accessible.
- 6) Please provide building setback distances on plans.
- 7) SE corner of the building is in the vision triangle. They need to provide a clear vision triangle or have Council approve per PDD zoning.
- 8) Under building parking – Is the parking for residents only? Need 1 additional ADA parking stall, with one designated Van stall (totaling 3 ADA spots)
- 9) Provide dimensions of parking stalls and drive aisles in the parking garage on final plans.
- 10) Need a Photometric plan for the site. Split it the plan between the parking lot and the walkway/sidewalk on sperate plans. .1 ft candles 25ft beyond parcel line. Significantly high now. Try to reduce and work with SEH with the proposed city street lights.
- 11) How are each light controlled? Please proved details.

Division of Fire Protection and Building Safety (Building and Inspections Department)
(Contact-Kelsey Hanson- 789-8675, Jason Riley- 789-7585)

- 1) All zoning items will need to be approved through plan development committee
- 2) State approved plans for each building separately for building, HVAC, Plumbing, Fire Alarm and sprinkler
- 3) Separate permits for building, HVAC, plumbing, and electrical
- 4) Airport height permit may be required
- 5) Must meet municipal code requirements for being in the fire district.

Police Department- Cory Brandl-789-7206

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

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

- 1) No comments at this time.

Utilities Department- (Brian Asp- 789-3897)

- 1) Subject to sewer connection fees since undeveloped- Work with Brian on this item.
- 2) Curb stops or shut offs are needed if condo development and need to be located in ROW
- 3) Meters for townhome must each have a curb stop or access of one meter for building. Follow the City's metering policy. Work with Brian.
- 4) Coordinate with SEH on the new utilities.

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

- 1) Need to get water quality management letter for state submittal. No sanitary sewer installed. Letter cannot be issued until then. Work with Yuri.and SEH on this issue.
- 2) Stormwater management currently being built so you will need to work with SEH to make sure that is that fits into area management facility/design.

Fire Department- (Contact-Kyle Soden 789-7271)

- 1) Comments will be provided as soon as they are received.

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

- 1) Trees and plants are good.
- 2) Will need tree planning specifications, including depth and spacing on final landscape plan.