



## CITY PLANNING DEPARTMENT

### MEMORANDUM

**DATE:** MAR CH 1, 2024

**TO:** DESIGN REVIEW COMMITTEE  
JAMES MAKEPEACE, MAKEPEACE ENGINEERING  
MICHAEL RYAN, MAKEPEACE ENGINEERING  
ERIC GLAMM

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

**SUBJECT:** MULTI-FAMILY DESIGN REVIEW PROJECT  
18- UNIT APARTMENT – BENSON (1100 BLOCK OF PINE ST)

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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  
Kelsey Hanson, 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 February 23, 2024 to the Design Review Committee for review of a multi-family development located at the 1100 Block of Pine Street. 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) Label width of ADA stalls and access aisle. (Stephanie Sward)
- 2) All parking will need parking blocks or raised curb/sidewalk to prevent vehicles from parking in the landscaping or sidewalk areas. (Stephanie Sward)
- 3) Second parking lot good. Uniformity does not meet requirements in fires parkin glot. Max/Min and Avg Min need to be adjusted. Work with staff. (Jamie Hassemer)

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

- 1) (Kelsey Hanson) –Separate demo permits for each existing dwelling
- 2) State approved plans will be required
- 3) Lots will need to be combined
- 4) Separate permits for Plumbing, Electrical, HVAC, Sprinkler/Fire, Fences, and signs
- 5) HVAC, Plumbing, and Fire plans will require State approval
- 6) Parking meets municipal code requirements
- 7) Per Sec. 115-146.(c)(4) R-5 required lot area per family is 1,500 square feet per current plans there is only 1,244.19 square foot per dwelling unit. Total lot area per plan: 22,395.44 sq ft required for a 18 unit building: 27,000 sq ft
- 8) Provide adjacent properties front setbacks to support the 8 ft proposed setback
- 9) (Jason Riley) – Cut and cap for all demos. Look into 1119 – doesn't show anything is hooked up there so need to figure out which direction sewer is going. Need to figure out water meters – one house? Individual? May need addition on building for meters. Also do not recommend hooking up to existing laterals.
- 10) Sewer connection fee completed prior to plumbing permits.

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

- 1) Highly recommend cameras for the parking lots. (Applicant stated that they will put cameras in and working with the law enforcement.)

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

- 1) Will need to be rezoned to at least R6. R5 does not meet the density requirement for 18 units. (Applicant states that they will request to rezone to TND)
- 2) C2-Parking can't be closer to street than building. Parking space nearest to Pine Street appears to be closer. Please provide dimension.
- 3) C4-Landscaped buffer between building and parking must be 15ft in width.
- 4) C6-Parking lots of 12 vehicles or more must have landscaped islands.
- 5) C7- #3 and #4 can be allowed if 15% of the lot area is greenspace and located in the rear yard.
- 6) E7- Bike parking location provided. Please indicate number of spaces on final plans per the requirement. Need 12 spaces. Provide 8.
- 7) N5-Dimension of roof line on elevations. Can't be more than 40ft in length.
- 8) Any exceptions must be approved by the Common Council. (Part of their proposed rezoning to TND)

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

- 1) Prefer sanitary to run with water out to 12<sup>th</sup> St rather than existing lateral. Not a requirement. (Applicant requested info on existing laterals)
- 2) Will be subject to sewer connection fee.

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

- 1) Have been working directly with the Civil Engineer. No comments at this time.

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

- 1) State approved plans for fire and sprinkler.
- 2) Knox box.
- 3) FDC needs to be within 100' of hydrant. Show on plans.
- 4) Pull permits and pay fee prior to starting work.

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

- 1) No comments at this time.