



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: FEBRUARY 2, 2024

TO: DESIGN REVIEW COMMITTEE
JAMES MAKEPEACE, MAKEPEACE ENGINEERING
MICHAEL RYAN, MAKEPEACE ENGINEERING

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

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

Design Review Committee Members:

Cory Brandl, 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 to the Design Review Committee for preliminary 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. (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) Parcels will need to be combined. (Stephanie Sward)
- 4) (Jamie Hassemer) – Photometric plan of exterior lighting
- 5) Lighting layout plan with model #'s or cutsheets

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) Height is not on plans but the max height of the building is 45' or 3 1/2 stories (whichever is more restrictive)
- 9) Provide adjacent properties front setbacks to support the 8 ft proposed setback
- 10) Make sure dumpster enclosure is not in the 15' by 15' vision corner clearance
- 11) (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.

Police Department- Cory Brandl-789-7206

- 1) Not present for meeting

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.
- 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) E3-Show location of all exterior site and building utilities on the final plans.
- 7) E7- Bike parking location provided. Please indicate number of spaces on final plans per the requirement.
- 8) Section F- Must meet landscaping requirements. Submit Landscaping Plan. Rec space size is good.
- 9) Section I- Submit Photometric Plan as part of final review.
- 10) L5-Entrances covered by a 3ft awning.
- 11) N5-Dimension of roof line on elevations. Can't be more than 40ft in length.
- 12) Any exceptions must be approved by the Common Council.

Utilities Department- (Brian Asp- 789-3897)

- 1) Need to see utility plan to see how to connect to existing utilities. Will be subject to sewer connection fee.

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

- 1) Water quality management letter and storm water permit need to be submitted.

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

- 1) State approved plans for fire and sprinkler.
- 2) Knox box
- 3) Need to be within 100' of hydrant. Show on plans.

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

- 1) Need Landscaping Plan
- 2) Will the project impact any existing blvd trees? (Likely they will maintain entire blvd and sidewalk on Pine St. Don't know about 12th St.)