



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: MARCH 8 2028

TO: DESIGN REVIEW COMMITTEE
JENNIFER POLACEK, WENDEL

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
GATEWAY COMMONS, RIVER POINT DISTRICT

Design Review Committee Members:

Linnea Miller, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, 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
Brian Asp, Utilities Department
Leah Miller, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On March 4, 2024, plans were submitted to the Design Review Committee for review of Gateway Commons, a mixed-use 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) Will need a photometric plan Photometric (Jamie Hassemer)
 - Will need photometric plan of on-site lighting. Needs to include Avg, Min/Max, Avg/Min values as well as a line of values 25' off of property lines for trespass verification.
 - Provide Fixtures Model numbers or cut sheets.
- 2) Label north arrow or standardize north on plans. (Stephanie Sward)
- 3) Label dimensions on parking spaces including ADA spaces. Include blocking aisles. Include grades around aisle. (Stephanie Sward)
- 4) Label dimensions on drive aisle width. Are they two-way? (Stephanie Sward)
 - Applicant stated no. Will label accordingly. (Stephanie Sward)
- 5) Need driveway apron specs to public streets. (Stephanie Sward)
- 6) Label Vision corner on plans. (Stephanie Sward)

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

- 1) Heavy Timber building? Applicant states that it is 5A construction.
 - a. Plan must be reviewed and approved by the State.
- 2) Separate permits for building, plumbing, electrical, HVAC, land disturbance, Fire (alarm and/or sprinkler), and any signage
- 3) Electrical Inspector. Will this have a generator? Must be depicted on final plans.
 - a. Applicant states that they will get back to them on that. Have some locations, not determined where yet.
- 4) State plumbing plan review for all interior and exterior piping. (Jason Riley)
- 5) No plumbing permits may be issued until notification has been received by CRM that the sewer connection fee has been paid, water quality management has been approved, storm water management has been approved, and state plumbing plan has been approved. (Jason Riley)

- 6) Due to the nature of this development and multiple contractors that may be involved in the installation of the utilities from the main taps to the building, and partial service extensions installed by the developer to avoid reentering the newly paved City right of way, all water connections to the City main will need to be retested and verified by the proper authority for – pressure - flow – clean sample - from the main tap to the building prior to delivery of any meter(s) being delivered and final occupancy. (Jason Riley)

Police Department- Linnea Miller-789-7205

- 1) No comments at this time.

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

- 1) Use of Primary vs Secondary materials. Majority of materials must be primary. Show percent of each façade.
- 2) Need a Landscape Plan
- 3) Base of Building. (North and West Facades) The base elements of proposed buildings should be highly articulated, scaled to relate to the pedestrian experience, utilize high quality materials, and be transparent through the use of glazing wherever possible. (Landscaping?)

Utilities Department- (Brian Asp-789-3897)

- 1) Coordinate connections with department.
- 2) Subject to sanitary sewer connection fees since undeveloped- Work with Brian on this item.

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

- 1) Will need to submit a Stormwater App and fee. Follow Chapter 105.
- 2) If site is over an acre will need a Land Disturbance Permit.
- 3) Need to submit for a water quality management letter. Work with Yuri on this issue.

Fire Department- (Contact- Bee Xiong 789-7260)

- 1) Contractor who connects the water must coordinate with the Fire Department before hook up for PSI and Flush Tests.
- 2) Fire and Sprinkler Plans must be Sate approved. Permits must also be applied for locally with fees and electronic plan submittal.
- 3) FDC must be within 100ft of nearest hydrant.
- 4) Any commercial space needs a 13 system. Residential can be 13R.
- 5) Follow KNOZ Box process. Consider multiple locations since multiple spaces.

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

- 1) Must submit a Landscaping Plan.
- 2) Developer must budget for blvd trees. City not able to provide.