CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: **APRIL 19, 2024**

TO: **DESIGN REVIEW COMMITTEE**
CLAIRE ROTH, ISG
KRIS ROPPE, ISG

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

SUBJECT: **DESIGN REVIEW PROJECT**
K1 SITE, RIVER POINT DISTRICT

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
Brian Asp, Utilities Department
Leah Miller, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On April 12, 2024, plans were submitted to the Design Review Committee for review of a mixed-use development located on site K1 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) Need lighting calculations (photometric plan) along riverfront sidewalk. (Jamie Hassemer)
2) Must provide an ADA path for the stalls in the SE corner. Indicate on plans. (Stephanie Sward)
3) Curb tapers on River Bend Road need to meet city specifications. (Stephanie Sward)
4) Will the driveway be impacting existing tree cells or lightning. (Stephanie Sward)
   - Did coordinate with SEH.
5) Curb cuts will be the responsibility of the developer. (Stephanie Sward)
6) Parking ramps- Do the width of the spaces include the supports? Please clarify. (Stephanie Sward)

Division of Fire Protection and Building Safety (Building and Inspections Department) (Contact-Kelsey Hanson- 789-8675, Jason Riley- 789-7585)
1) State approved plans required (Kelsey Hanson)
2) Separate permits for building, plumbing, electrical, HVAC, land disturbance, Fire (alarm and/or sprinkler), and any signage (Kelsey Hanson)
3) Building is in The Fire Limits district and will need to meet Municipal Code sec. 103.98 (Kelsey Hanson)
4) State plumbing plan review for all interior and exterior piping. (Jason Riley)
5) No plumbing permits may be issued until notification has been receive 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) No comments as this time.

Utilities Department- (Brian Asp- 789-3897)
1) Coordinate connections to road 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 WisDNR Permit, plat recorded, and parcel created, in order for the Stormwater Maintenance Agreement to be recorded and the Stormwater Permit to be issued.

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) Fire Alarm pland approved
4) FDC must be within 100ft of nearest hydrant.
5) Any commercial space needs a 13 system. Residential can be 13R.
6) Follow KNOX Box process. Consider multiple locations since multiple spaces.
7) Work with department on variance request 13R/13.
8) SW Corner can't have any obstructions within 150ft of the building for access from the road for emergency vehicles and personnel. Looks good now.

Parks, Recreation, and Forestry- (Contact-Dan Trussoni 789-4915)
1) No comments as this time.