



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: SEPTEMBER 27, 2021

TO: DESIGN REVIEW COMMITTEE
KEVIN BILLS, ISG
MARK ETRHEIM,
KRIS ROPPE, ISG
PAUL BORSHIEM, BORTON

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
5TH WARD DEVELOPMENT

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Sarah Rafajko, Fire Department- Division of Fire Protection and Building Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Eddie Young, Fire Department- Division of Fire Protection and Building Safety
Bernie Lenz, Utilities Department
Dan Trussoni, Parks, Recreation and Forestry Department.

On December 16, 2021 plans were submitted to the Design Review Committee for final review of the 5th Ward Development located at 1325 St Andrew Street. The following comments/feedback have been provided and will need to be addresses prior to any permits being issued.

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.

ANDREA TRANE, DIRECTOR OF PLANNING, DEVELOPMENT AND ASSESSMENT
TIM ACKLIN, AICP, PLANNING ADMINISTRATOR
JULIE EMSLIE, ECONOMIC DEVELOPMENT ADMINISTRATOR
LEWIS KUHLMAN, AICP, ENVIRONMENTAL PLANNER
JACK ZABROWSKI, ASSOCIATE PLANNER
ERIN DUFFER, PLANNING & DEVELOPMENT ASSISTANT

DIANE MCGINNIS, COMMUNITY DEVELOPMENT ADMINISTRATOR
DAWN REINHART, NEIGHBORHOOD HOUSING DEVELOPMENT ASSOCIATE
TARA FITZGERALD, EDFP, PROGRAM COORDINATOR
KEVIN CLEMENTS, HOUSING SPECIALIST
KEVIN CONROY, HOUSING REHABILITATION SPECIALIST

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.

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

- 1) Waiting for DNR Permit. Footing & Foundation may be issued once all DNR approvals are provided.
- 2) Need Legal document for maintenance agreement- Applicant stated it was being drafted. City sent template. Template used for typical drainage easement cases. This instance is unique. Document needs to include legal agreements between property owners on repairs and maintenance responsibility of the system. System is proposed to serve four properties, maybe more. Concern on maintaining for the future. No Building Permits will be issued until this document has been approved by the Engineering Department and recorded on the property.
- 3) Plumbing Permits also tied to stormwater approval.

Utilities Department- (Bernie Lenz-789-7588)

- 1) Need Easement on east property line over existing sanitary and storm and new water mains.
- 2) Need access easement for west side to access utility-easement on that side. Make sure nothing blocking trucks entering thru that access.
 - a. Need to widen the easement on the west side due to the additional depth with new fill
 - i. Width 20ft
- 3) All utility Service feeding townhouse must enter thru the property owned by the townhome served (or easements).
- 4) Fire hydrant in utility easement or ROW to not be private. Prefer that they are not private.
- 5) Exempt from sewer connection fees due to previously being served within last 15 years
- 6) Separate Storm utility credit app required for stormwater utility credit if desired.
- 7) Follow city meter policy. If separate meters for each unit in multi-unit buildings then a separate meter room with 24hr access is required.



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Engineering Department (Traffic)- Matt Gallagher-789-7392

- 1) Parking lot layout (spaces, aisles, ADA) are OK.
- 2) Lighting/photometrics are OK. Photometrics on other parts of the site.
- 3) Refuse and Recycling enclosures. Clearly illustrate their locations and which serves which building for collections.

Division of Fire Protection and Building Safety (Building and Inspections Department)

Kelsey Hanson- 789-8675/Jason Riley- 789-7585

- 1) Floodplain- Sarah concern about the elevator shaft. Will need a floodproofing certificate and elevation certificate from FEMA upon completion.
- 2) Where is the electrical? Applicant stated that the electrical is in a dedicated room.
- 3) Need State approved Building, HVAC, and Plumbing Plans for all buildings.
- 4) Separate permits for each building for all components, including mechanical.
- 5) All signage and fences need permits
- 6) Applicant stated that there will be one State review for both larger apartment buildings.

Fire Department- Craig Snyder-789-7264/Kyle Soden- 789-7271

- 1) No comments/issues at this time.
- 2) Turn around issue taken care of
- 3) Sprinkler and Fire Alarm Plans submitted to State.
- 4) KNOX Box for each building
- 5) Townhouse sprinkler must have own shutoff. Riser room need a KNOX Box.

Police Department- Cory Brandl-789-7225

- 1) No comments at this time.

Planning Department- Tim Acklin 789-7391

- 1) No comments at this time.

Parks, Recreation, & Forestry Department (Dan Trussoni 789-4915)

- 1) No comments/issues at this time species.
- 2) No Planting specifications. Please send to Dan for review.
- 3) Is their planting under power lines? Applicant will check and confirm. Please work with Parks if any conflict.

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