



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JUNE 7, 2021

TO: DESIGN REVIEW COMMITTEE
STEVE SCHLICHT

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
624 JACKSON STREET (FORMER PLAID PANTRY SITE)

Design Review Committee Members:

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

The Design Review Committee **reviewed** the plans submitted on May 21, 2021 for the Multi-Family project located at 624 Jackson Street and provided the following information.

Important:

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.

Engineering Department (Traffic) - (Contact-Matt Gallager-789-7392)

- 1) Based on what is presented, I cannot provide many comments. This appears for now to mostly be a building project.
- 2) The one area of concern is the parking area. More information is needed from the designer. They need to show dimensions of parking spaces, and address ADA in some fashion (either one space, or assigned spaces). They need to show buffer dimensions on each end as well. They also will not be allowed to park within the required vision triangle (see attached picture).
- 3) If there are any plans for parking areas, driveways, or external lights, please advise in the future.

Division of Fire Protection and Building Safety (Building and Inspections Department) (Contact-Eddie Young- 789-7582/Jason Riley 789-7585)

- 1) Zoning and setbacks: This property is zoned TND so I am assuming all setback and lot area requirements have been approved through the council process so I have no comments there.
- 2) Parking: The required parking has been met, 8 spots for 8 bedrooms. One of those parking spots will need to be a van accessible spot. Will need size of parking stalls, and location of handicap spot on final plans.
- 3) A separate fence permit will be required for the fencing on site.
- 4) I will need to know the total cubic feet of the building to determine if the building/hvac plans will need to go through state review. This includes all areas of the building including attic space, all dormers, and space under roofed overhangs. Not enough dimensions on the plans to determine this at this time.
- 5) Building will be required to have a sprinkler system.

These plans have not been reviewed for total building construction compliance. This will be done upon application for a building permit.

Police Department-(Contact-Cory Brandl 789-7225)

- 1) No issues at this time.

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

- 1) Must meet the requirements in Section C of the Multi-Family Design Standards regarding parking lot standards. Please include all dimensions on the Site Plan.

- 2) Must meet the requirements in Section E of the Multi-Family Design Standards regarding exterior mechanicals. Please include on the Site Plan and elevations if applicable.
- 3) If there is any exterior lighting you must meet Section I of the Multi-Family Design Standards including submitting a photometric plan.
- 4) Please make sure you meet the requirements in Section L and K. If these are considered rowhouses or townhomes then the design/architecture should reflect that use. If it is really only considered a 4-plex then you need to meet L3.
- 5) Indicate snow storage area or provide note stating it will be hauled away
- 6) N.5 Large roofs shall be articulated with dormers, shifts in height, cupolas, eyebrows, chimneys, or other features that will minimize the apparent bulk of the building and provide character. A large roof is any roof with a ridgeline forty (40) feet or greater in length. If gutters or roof drains are used they cannot allow for drainage onto sidewalks or neighboring properties. Please provide the length of the roof line and meet this requirement if applicable.

Utilities Department- (Contact-Bernie Lenz-789-7588)

- 1) Provide utility plans that meet ordinance code, including showing metering configuration that meets our meter policy.
 - a. Follow the water service lateral guidance.
 - b. Follow the municipal code for all utility connections and stormwater control standards.

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

- 1) Storm Water Management Plan:
 - a) Site specific stormwater management plan has to be submitted for the review. Submittal should include Grading Plan, Utilities Plan, Details, supporting modeling and stormwater narrative.
 - b) Please let them know that they need to obtain a stormwater permit. Send them an application form and my contact information in case they would have any questions.

Fire Department- (Contact-Craig Snyder/Kyle Soden 789-7264/789-7271)

- 1) Fire Sprinkler plans will need to be submitted to the City for review with an application.
- 2) Fire Alarm plans will need to be submitted to the City for review with an application.

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

- 1) No comments at this time. Must submit a landscaping plan for final design review.