



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: FEBRUARY 2, 2024

TO: DESIGN REVIEW COMMITTEE
NATE BYOM, KWIK TRIP

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: MULTI-FAMILY DESIGN REVIEW PROJECT
KWIK TRIP (2622 ROSE STREET)

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Andy Berzinski, 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 commercial development located at the 2622 Rose Street. (Kwik Trip) 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) Minimum parking stall width is 8.5' per City standards. Please widen the ADA stalls. (Stephanie Sward)
- 2) Commercial driveway widths per code are maximum 33' at the roadway. They will need to ask for a variance. (Stephanie Sward)
- 2) Lot lines need to be more visible on photometric plan or remove all point beyond and give a line @25' off the property line around the property. (Jamie Hassemer)

Division of Fire Protection and Building Safety (Building and Inspections Department) (Contact-Andy Berzinski 789-7562, Jason Riley- 789-7585)

- 1) Building and HVAC plans will be required to be state approved. Make sure to include the gas canopy with your submittal to the state.
- 2) Separate permits will be required for the store, gas canopy and trash enclosure on the new store location.
- 3) A demo and parking lot permit will be required for the existing store.
- 4) Separate permit will be required for all proposed signage and must meet the city's municipal code.
- 5) Stormwater permit will be required for our engineering permit and will need to be approved prior to building permits being obtained.
- 6) An updated address for the property will be 1133 West George St it will no longer be 2622 Rose St.
- 7) Parcels will be required to be combined.
- 8) DNR approval will be required for land disturbance since the area being disturbed is over an acre.
- 9) (Jason Riley) – state approval for interior and exterior plumbing, work out Yuri issue before permits. Check with water/storm utility for connection fees. Cut and caps for tear down of existing store.

Police Department- Cory Brandl-789-7206

- 1) Not present.

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

- 1) C2-Parking can't be closer to street than building. (Including in front of store?)
- 2) C4-Landscaped buffer between building and parking.
- 3) C7-Landscaping and greenspace must total 10% of lot. Likely meet this requirement but please provide calculation on final landscape plan.
- 4) C14- Identify snow storage area or provide note of snow removal from site on final plans.
- 5) E7- Must provide bicycle parking. Please indicate location and number of provided spaces on final plans per the requirement.
- 6) K5- First floor façade facing street must include windows and doors that total at least 20% of the total area of the façade. This requirement will pertain to the front and left facades. Please show calculation on the final plans.
- 7) K6- Buildings must be built to the front yard setback. Parking not permitted in front yard setback.
- 8) Any exceptions must be approved by the Common Council.

Utilities Department- (Brian Asp- 789-3897)

- 1) In talks with Luke Schipper/Sewer Utility – would like to hold meeting outside of this for further discussion on utilities. Seems to be a path to fix City infrastructure to be coordinated with Kwik Trip and Walgreens to fix this. (Brian to reach out to Nate Byom.)

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

- 1) Stormwater report submitted. Missing from stormwater permit, forms, fees, \$300 review fee, draft of maintenance agreement. These can be found online.
- 2) Since built in phases, must be shown on the plans – what is going to be phase 1, 2, 3, etc. Stormwater design should be done in such a manner that separate phases are operational but separate.
- 3) State permit for disturbance.

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

- 1) Plan and permit for type 1 hood for kitchen for grease producing appliances. To be submitted before work starts on it. Large CO2 system needs to comply with NFPA 55.
- 2) Knox Box.

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

- 1) No concerns at this time.