

## Elmer, Linda

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**From:** Askin, Tim  
**Sent:** Wednesday, January 03, 2018 11:45 AM  
**To:** jasonr@engberganderson.com  
**Cc:** Joshua Jeffers; Bauman, Robert; Elmer, Linda; Hatala, Carlen  
**Subject:** St James project

Mr. Raiten,

After some internal discussion, I'm afraid I must deem your application for new construction incomplete and therefore your application for demolition is also incomplete.

The design is vastly improved, but not yet ripe for review per the Commission's by-laws. The by-laws are quoted below and major deficiencies in the application are bolded.

### *B. Documentation Required for New Construction Applications*

(1) Site plan or measured drawing indicating the following:

- a. Location of existing structures, driveways, **curb cuts, property lines, right-of-ways, existing planting materials and size; and other pertinent information**, including but not limited to lot and parcel number, existing zoning, **existing variances and easements**.
- b. Proposed building footprint with **dimensions relative to property lines, right-of-ways, and building setbacks**; demolition or removal of site features and the construction of new site features including new parking

(2) Photographs showing:

- a. Streetscape.
- b. Individual views of the building immediately adjacent to and across the street and across the alley, if appropriate.

(3) Building elevations:

- a. Design of all elevations
- b. Vertical dimensions, grade lines, depth of foundation and roof slopes.**
- c. Fenestration and entrances to buildings indicating types of operation, dimensions and materials.**
- d. Porch configuration.
- e. All mechanical vents and equipment.**
- f. Location and type of outdoor light fixtures.**
- g. Proposed materials** of walls, roofs, chimney flues, gutters and downspouts, exterior stairs and all other exterior features.

(4) Plan and Elevation of Streetscape drawn to scale, depicting the footprint of buildings on the block and the elevation of the street façade of the proposed new construction and a minimum of two existing buildings on each side of the proposed site. If the site is a corner location, then the streetscape drawing shall depict the buildings adjacent to the site on both sides of the street.

(5) Floor Plans depicting the arrangement of interior spaces, location of windows and doors, mechanical equipment, and electrical and other utility service access. Floor plans do not need to be ready-for-bid construction documents, but they need to indicate dimension.

**(6) Materials Specification Outline with samples, brochures, or photographs of all exterior materials, finishes and fixtures.**

(7) Narrative Describing the Project including: its intended use; density of development; pertinent marketing facts, if applicable; and anticipated date of construction and completion.

- (8) Phased Development Plan, if applicable. Documentation shall include items 1 through 7 in addition to a construction development schedule and final [completion date]
- a. Prior to commencing work on each phase, staff shall review the proposed construction.

(9) Minimum Submission Requirements: A minimum of one copy of the following documents shall be submitted with the application:

- a. Elevation of streetscape, when applicable.
- b. Site plan.
- c. Building elevations and floor plans.
- d. Materials specifications outline.
- e. Phased development plan, when applicable.

*C. Documentation Required for Rehabilitation of Existing Structure Application*

**(4) Removal of significant existing additions, porches or features**

- a. Photographs of each side of the building depicting existing conditions.
- b. Site plan drawn to scale showing the building footprint and the relationship of the feature or architectural element to the main structure and the property lines. One copy is required.
- c. Written statement indicating the date of construction of the feature with supporting evidence.
- d. Description of the structural system, if applicable, and the material components, as well as its physical dimensions.
- e. Description of its present use.
- f. Written statement giving the reasons for the proposed removal of architectural elements or features.
- g. Additional supporting materials and substantiating documentation may be required as per subsection C.**

*Full By-Laws are online here <http://city.milwaukee.gov/ImageLibrary/Groups/cityHPC/HPCBYLAWS1.pdf>*

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