



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: APRIL 12, 2019

TO: DESIGN REVIEW COMMITTEE
TIMOTHY EWERS, LE CHATEAU
CHRIS OLSON, GALILEO CONSULTING GROUP

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
422 CASS STREET

Design Review Committee Members Present:

Bernie Lenz, Utilities Department
Tim Acklin, Planning & Development Department
Matt Gallager, Engineering Department
Yuri Nasonovs, Engineering Department
Steve Cash, Fire Department- Division of Fire Protection and Building Safety
Jason Riley, Fire Department- Division of Fire Protection and Building Safety
Tom Walsh, Police Department

On April 12, 2019 the Design Review Committee **reviewed** the plans submitted for the project located at 422 Cass Street and provided the following feedback:

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 Utilities 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 - (Matt Gallager-789-7392)

- 1) No issues at this time.
- 2) Recommended that the owner look into the angled parking to the south of the lot and make sure they have permanent/legal access to that parking with an easement. If so please provide a copy to the City.

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

- 1) Must meet all building codes related to handrails. Must have handrails on both sides of the ramp. Must have a bottom rail no greater than 4" higher than ramp/grade.
- 2) Will need State approved Plans for Plumbing. Plans must include the pump in pit. Recommend to move the pump to the basement. Must show how the water gets to outside of the building.

Planning Department (Tim Acklin-789-7391)

- 1) No issues at this time.

Police Department -(Tom Walsh-789-7206)

- 1) No issues at this time.

Utilities Department- Bernie Lenz-789-7588

- 1) Will provide further comment if needed.

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

- 1) Revise plans to show existing property lines.
- 2) Addition is required to meet eh City's stormwater requirements.

Fire Department (Craig Snyder/Kyle Soden/Steve Cash 789-7264/789-7271/789-7260)

- 1) No issues at this time.