



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: MAY 17, 2019

TO: DESIGN REVIEW COMMITTEE
BRAD ALLEN, KELLER INC

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERICAL DESIGN REVIEW PROJECT
4540 MORMON COULEE ROAD- THOMPSON ANIMAL CLINIC

Design Review Committee Members Present:

Tim Acklin, Planning & Development Department

Yuri Nasonovs, Engineering Department

Jon Molledahl, Fire Department- Division of Fire Protection and Building Safety

On May 17, 2019 the Design Review Committee **reviewed** the plans submitted for the project located at 4540 Mormon Coulee Road (Thompson Animal Clinic) 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 comments at this time.

Division of Fire Protection and Building Safety (Building and Inspections Department) (Jon Molledahl- 789-7583/Jason Riley 789-7585)

- 1) Final Plans will need to clarify the final layout of the proposed addition and existing building. Site Plan and Floor Plan appear to be different.
- 2) If building is over 50,000 cubic feet it will need to be approved by the State and stamped.
- 3) Will need separate permits for HVAC, Plumbing, Electric, Fence if new or moved, Signage, Building, etc
- 4) Will need 2 sets of plans upon submittal of a Building Permit application. 1 can be electronic.
- 5) Will need an Erosion Control Plan. Erosion Control Measures will need to be in place prior to construction and maintained throughout the process. This includes a DOT approved silt fence and clean rock for the tracking pad.

Planning Department (Tim Acklin-789-7391)

- 1) Recommended to show only current project on final plans.
- 2) Final Plans will need to clarify the final layout of the proposed addition and existing building. Site Plan and Floor Plan appear to be different.
- 3) Must show building materials on the final elevations.

Police Department -(Tom Walsh-789-7206)

- 1) No comments at this time.

Utilities Department- Bernie Lenz-789-7588

- 1) No comments at this time.

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

- 1) Recommended that the parcels are combined. Required if drive access to main parcel is removed.
- 2) Show only what is being done on final plans. Remove all “future” plan details.

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

- 1) Add fire extinguisher where needed.