



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** JULY 12, 2019

**TO:** DESIGN REVIEW COMMITTEE  
TRACI ENDRIZZI  
KURT SCHROEDER, HSR ASSOCIATES

**FROM:** TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
1514 MARKET STREET

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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  
Bernie Lenz, Utilities Department  
Tom Walsh, Police Department  
Craig Snyder, Fire Department- Division of Fire Prevention and Building Safety  
Matt Gallagher, Engineering Department

On July 12, 2019 the Design Review Committee **reviewed** the plans submitted for the project located at 1514 Market 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) Site Plan must show dimensions of the parking lot and parking spaces.
- 2) Must meet the 5ft side yard requirement for parking spaces.
- 3) Must provide an ADA parking space.
- 4) Must provide a Photometric Plan for any new exterior lighting

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

- 1) Must complete zoning to TND-Specific prior to receiving a building permit. This will take care of setback requirements.
- 2) Must provide an ADA Parking space and route to the building.
- 3) Will need State approved Plans for Building and HVAC.
- 4) Will need a Sign Permit for an exterior signage.

### **Planning Department (Tim Acklin-789-7391)**

- 1) Must complete zoning to TND-Specific to complete the design review process.

### **Police Department -(Tom Walsh-789-7206)**

- 1) No issues at this time.

### **Utilities Department- Bernie Lenz-789-7588**

- 1) Existing laterals location?
- 2) No issues with any existing utilities. Need to review plans for any new utilities into the building.

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

- 1) Revise plan to clearly show the existing building and the proposed addition.
- 2) Stormwater management is unclear at this time. Will need to provide detailed plan.
- 3) A Post Construction Maintenance Agreement will need to be reviewed and approved by the Engineering Department and recorded with the Register of Deeds prior to receiving a Building Permit.

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

- 1) Will No issues at this time.