



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** AUGUST 9, 2019

**TO:** DESIGN REVIEW COMMITTEE  
BRAD ALLEN, KELLER

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

**SUBJECT:** COMMERICAL DESIGN REVIEW PROJECT  
4540 MORMON COULEE ROAD- THOMPSON ANIMAL MEDICAL CENTER

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Design Review Committee Members Present:

Tim Acklin, Planning & Development Department  
Jon Molledahl, Fire Department- Division of Fire Protection and Building Safety  
Bernie Lenz, Utilities Department  
Tom Walsh, Police Department  
Kyle Soden, Fire Department- Division of Fire Prevention and Building Safety  
Matt Gallager, Engineering Department  
Jason Riley, Fire Department- Division of Fire Prevention and Building Safety

On August 9, 2019 the Design Review Committee **Conditionally Approved** the plans submitted for the project located at 4540 Mormon Coulee Road (Thompson Animal Medical Center) subject to the following:

**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.

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

- 1) Need a Site Plan that shows the entire parcel, existing building, proposed addition, setbacks, and parking lot with spaces and dimensions.
- 2) Will need separate permits for HVAC, Plumbing, Electric, Fence/wall, Signage, Building, Land Disturbance, etc
- 3) Will need 2 sets of plans upon submittal of a Building Permit application. 1 can be electronic.
- 4) Will need State approved Building and HVAC plans. This includes Truss plans.

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

- 1) Need a Site Plan that shows the entire parcel, existing building, proposed addition, setbacks, and parking lot with spaces and dimensions.
- 2) Pay \$250 Design Review Fee.

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

- 1) No issues at this time.
- 2) Would like to tie into any new installed security cameras.
- 3) Will need to register alarms with the City.

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

- 1) No issues at this time.
- 2) Recommend going through the City's Stormwater Utility Credit Program.

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

- 1) No issues at this time.

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

- 1) No issues at this time.