



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** MARCH 13, 2020

**TO:** DESIGN REVIEW COMMITTEE  
KRISS ROPPE, ISG  
Charles Schatz, Reprise Design

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

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
CARIBOU COFFEE- 4107 MORMON COULEE ROAD

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#### Design Review Committee Members Present:

Tom Walsh, Police Department  
Tim Acklin, Planning & Development Department  
Craig Snyder, Fire Department- Division of Fire Protection and Building Safety  
Matt Gallagher, Engineering Department  
Yuri Nasonovs, Engineering Department  
Jason Riley, Fire Department- Division of Fire Protection and Building Safety  
Brent Thielen, Fire Department- Division of Fire Protection and Building Safety  
Jason Gazdecki, Waste Water Utility  
Dan Trussoni, Parks, Recreation, and Forestry Department

On March 13, 2020 the Design Review Committee **reviewed** the plans submitted for the Commercial project (Caribou Coffee) located at 4107 Mormon Coulee Road and provided the following information.

#### **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 Utility/Water 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**

JASON GILMAN, AICP, PLANNING & DEVELOPMENT DIRECTOR  
TIM ACKLIN, AICP, SENIOR PLANNER - HERITAGE PRESERVATION  
LEWIS KUHLMAN, AICP, ENVIRONMENTAL PLANNER  
ANDREA SCHNICK, ECONOMIC DEVELOPMENT PLANNER

CAROLINE GREGERSON, COMMUNITY DEVELOPMENT ADMINISTRATOR  
DAWN REINHART, NEIGHBORHOOD HOUSING DEVELOP ASSOCIATE  
TARA FITZGERALD, PROGRAM COORDINATOR  
KEVIN CLEMENTS, HOUSING SPECIALIST  
KEVIN CONROY, HOUSING REHABILITATION SPECIALIST

- 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.
- 3) Field review and approval of the completed stormwater management facility by the City's Wastewater Utility.

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

- 1) Not sure how to proceed based on plans.
- 2) Will need CSM approval prior to Stormwater Management approval. Only shown for Caribou at this time.
- 3) Need to clearly show on plans how site drains. Must include both proposed properties.
- 4) Will need a drainage easement if proposed to drain across parcel lines and properly model.
- 5) Project will decrease impervious surface of site. Will not need to see quantity model. Will only need quality model. Will need to meet 40% TSS removal per lot.
- 6) Will need a BMP for each parcel as well as a maintenance agreement for each. Each 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.
- 7) Must obtain a Water Quality Management Letter from the Engineering Department to be submitted to the State. Will need a letter per building.
- 8) Need a detailed Grading Plan that clearly shows how water is handled along the parcel lines.
- 9) Must submit a Stormwater Utility Application with Building Permit.

**Water Department- (Bernie Lenz-789-7588/Jason Gazdecki- 789-7330)**

- 1) No comments have been provided at this time. (Bernie Lenz)
- 2) Will need to set up a time to for post construction field review of the stormwater management system prior to Occupancy. (Jason Gazdecki)

**Engineering Department (Traffic)- Matt Gallager-789-7392**

- 1) Parking layout is fine.
- 2) Is the plan to close access from 20<sup>th</sup> Street S? If so you will need an Excavation Permit and must work with the Engineering Department on configuration and meet City specifications.
- 3) Any new sidewalk and drives must be built to City specifications and standards. Will need permits from the Engineering Department.
- 4) Must provide a Traffic Control Plan for any work to be done in the public streets.
- 5) Will need to provide an access agreement for ingress, egress, and parking between the two parcels.

**Division of Fire Protection and Building Safety (Building and Inspections Department)**

**Jon Molledahl- 789-7583/Jason Riley- 789-7585**

- 1) Will need State approved Plumbing Plans if over 16 fixtures.
- 2) Will need to check with the Utilities Department on what existing utilities are available.



## CITY PLANNING DEPARTMENT

- 3) May need a utility easement. Work with the Utilities Department on this issue.
- 4) Conditions of the Building Appeals Variance that was granted must be met.
- 5) Plan shows electrical outside of wall in front of mop sink. Where is the electrical entering the building and where is the panel going? Check electrical codes.
- 6) Wall signs are permitted on only 2 sides of the building and must face principal parking or the street.
- 7) Parking calculations show parking stalls across parcel lines. Must include in access agreement.
- 8) FYI. Future proposed building will not meet the rear setback requirement as drawn.
- 9) Will need separate permits for everything. (Sign, Fence, Building, Plumbing, HVAC, Electrical, Footing & Foundation, Land Disturbance) 2 sets of plans will need to be submitted with application.
- 10) Land Disturbance Permit application must be submitted Erosion Control Plan.
- 11) Will need an Erosion Control Plan showing erosion control measures including silt fence, tracking pad, inlet protection, silt socks, location and material used. Tracking pads are required to be 3" clear stone or an approved man-made pad.
- 12) Signs on roofs are not permitted. Must revise.
- 13) Must submit a Stormwater Utility Application with Building Permit.
- 14) Work with the Inspections Department on scheduling inspections during the construction process. This is important due to method of construction, ie Stick built.
- 15) CSM must be approved prior to receiving a Building Permit.

### **Fire Department- Craig Snyder-789-7264/Kyle Soden- 789-7271**

- 1) If sprinkler system is installed plans will need to be State approved.
- 2) If an exhaust hood is needed a suppression system is required and will need to be reviewed and approved.

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

- 1) Any alarms must be registered with the Police Department.
- 2) If security cameras are installed the Police Department highly recommends the owner works with them to allow Police access.

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

- 1) Rooflines that are 40ft or longer must be broken up with an architectural feature.
- 2) Must provide a detail of the trash enclosure.
- 3) Must provide a Lighting Plan for final design review. Include photometric and spec sheets for all outdoor lighting.
- 4) Must provide a Landscape Plan for final design review.
- 5) Must show location of all exterior building mechanicals on Site Plan.

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- 6) Show snow storage on plans.
- 7) Final elevations must include materials and dimensions.

**Parks, Recreation, & Forestry Department (Dan Trussoni 789-4915)**

- 1) No comments at this time until a Landscaped Plan is submitted.