



## CITY PLANNING DEPARTMENT

### **MEMORANDUM**

**DATE:** APRIL 11, 2025

**TO:** DESIGN REVIEW COMMITTEE  
BILL STEAD, KAHLER SLATER  
EVELYN FRIEMANN, KHALER SLATER

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

**SUBJECT:** COMMERCIAL DESIGN REVIEW PROJECT  
MAYO CLINIC HEALTH SYSTEM DOCK EXPANSION (800 WEST AVE S)

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Design Review Committee Members:

Linnea Miller, Police Department  
Tim Acklin, Planning & Development Department  
Matt Gallager, Department of Public Works  
Yuri Nasonovs, Engineering Department  
Andrew Berzinski, Planning & Development Department  
Jason Riley, Planning & Development Department  
Brian Asp, Utilities Department  
Bee Xiong, Fire Department- Division of Community Risk Management  
Brian Asp, Utilities Department  
Leah Miller, Parks, Recreation, and Forestry Department  
Jamie Hassemer, Engineering Department  
Stephanie Sward, Engineering Department  
Cullen Haldeman, Engineering Department  
Jackson Overby, Engineering Department

On March 28, 2025, plans were submitted to the Design Review Committee for review for a new addition to the building located at 800 West Ave S. The following comments/feedback have been provided and will need to be addresses prior to any permits being issued.

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 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**

- 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 Utilities Department.

#### **Engineering Department (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182)**

- 1) Parking stalls next to loading bays. 3. What are the use?
  - For smaller deliveries and pickups.
    - May need to make one of them ADA.
- 2) Overall lighting good. Trespass onto Mississippi Street exceeds limits. May need to select a different distribution. Trespass shall be .25-foot candles or below no more than 25ft beyond the property line.

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

- 1) State approved plans needed for Building, HVAC, & Plumbing.
- 2) Work with Brian Asp in Utilities on the final utility connections.
- 3) No plumbing permits will be issued until final stormwater approval from Yuri has been provided.

#### **Police Department- (Linnea Miller-789-7205)**

- 1) No comments at this time.

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

- 1) No parking spaces closer than the building. (SE corner)
- 2) Is the bicycle parking "(bike lockers) going to be relocated? Please add note.

#### **Utilities Department- (Brian Asp- 789-3897)**

- 1) Planning to connect water to this addition?
  - a. Applicant stated that they will be connecting to the existing building's service.
- 2) No additional comments at this time.

- 3) Prior to final design review- Work with Brian on calculation of the sanitary sewer fee.

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

1. Stormwater submittal is incomplete.
  - a. Application form and review fee are missing.
  - b. Design concept is not clear. Upsizing the storm pipe is not a BMP and would be considered for meeting requirements.
  - c. TSS reduction compliance is missing along with the maintenance agreement.

**Fire Department- (Contact-Bee Xiong 789-7264)**

- 1) Fire Alarm and Sprinkle plans need State approval before submitting to the City. Must also send to fire department with alarm permits and fees to be paid.
- 2) Will we still be able to test the existing fire pump or will it need to be relocated.

**Parks, Recreation, and Forestry- (Contact-Leah Miller 789-8672)**

- 1) No concerns at this time.