

MANDAN ARCHITECTURAL REVIEW COMMISSION MINUTES

July 30, 2013

The meeting was called to order at 1:04 p.m.

ROLL CALL: Robert (Bob) Vayda/President, Official, Leonard Bullinger, Jerome Gangl, Jason Krebsbach, Stephanie Smith & Kim Fettig/City Engineering.

MEMBERS ABSENT: Doug Lalim/City Assessor & Building, Steve Nardello/Fire Chief, & Rick Zander

FIRST ORDER OF BUSINESS: Proposal by Jason Krebsbach of JPL Architect's representing Farm Credit Services for expansion to existing office building located at 1600 and 2600 Old Red Trail, Mandan. The proposed building area will be 13,800 square feet. Farm Credit Services is a financial institution located on the north side of Mandan on Old Red Trail. They have been in their existing building for a number of years; at least 30 years. The existing building has stained redwood siding with overhangs and inset glass and has a nice view over the new Jr. High and all the new developing that is happening to the east. Jason handed out a rendering of the proposed project. The total square footage of the new addition with two levels will be approximately 14,000 square feet. For the most part, this will be for just general office space, private offices and some meeting rooms. In addition to the building addition, the site work is going to consist of basically a Phase I project which will be the redo of their existing visitor's parking lot and expanding that on the east side of the site. They are going to do that first and get that done and then move all their employees and patrons to that lot and then they will implement Phase II along with the rest of the building construction on the west side. Eventually what is going to happen is Phase II is going to become for the most part staff parking and Phase I will be a combination of customer and staff parking. They are going to maintain their existing public entrance off the new parking lot. They have had Doug of Building Inspections and Steve of the Fire Department review these plans as far as the city is concerned and compliance with the city building code and the fire issues.

Kim has not seen a storm water plan from Toman Engineering. In addition to the site improvements, they will be doing the landscaping in and around the parking lot areas. There is some existing landscaping at the main entrance that is kind of overgrown that will be redone and then around the new addition there will be the new landscaping.

For the most part, they didn't want to try to match the materials on the existing building, as they have had problems with high maintenance and having to stain it every two years and they also have had some water issues. This new building is going to be clad, which is a laminated wood veneer type product and the color they are looking at is copper. These will be 2' wide x 8' high, it is a panel rain screen system. The panel actually gets fastened to a metal framing system that is going to be mounted to the building first. Then in addition to that, all the windows and the trim will be a dark galvanized bronze color both at the top of the roof edge and the windows. The idea was not to try to match the existing building because they would never be able to get a match so they are going for a contrast which is

why there will be an obvious color difference between the buildings. They are trying to maintain the architectural spirit of the existing building without doing the overhangs which have been a maintenance problem and they collect snow and leak so they have kind of cleaned up the original structure by taking off the overhangs and detailed the wood panel and window system.

There is also a retention pond between Phase I and Old Red Trail where there is two storm inlets that will retain water and control release out to the storm sewer under Old Red Trail. T

There will be a sign as far as this project but will have Indigo come in to MARC and do that when they are under contract to do that.

The existing dumpster is already screened behind the little service court they will maintain. As far as the lighting goes, they are going to have pole lights in the parking lot and will make sure they work with John Klein with Apex Engineers who is doing the electrical design. He understands we don't want any bleed over light onto the adjacent property.

Kim made a motion to approve as presented contingent on approval of the storm water plan.

Leonard seconded.

Upon roll call vote, the motion passes unanimously.

OTHER BUSINESS: Leonard stated he thinks we need to talk to Doug and see what is going to happen with Big Willies. Leon Klein called Leonard and he was talking about his building and questioning why he has to do the trim when Big Willies is there and hasn't finished his building yet. It was windows and some trim that was supposed to be on that building and nothing has been done to that to finish. Doug needs to look through the building permit and see what is going on with that. We talked to Richard on this before he left and that was at least last summer or fall and nothing has been done with that building; they are in it and using it but nothing has been done to finish it. They are conducting business out of there. It is getting to where we are going to get a lot of complaints that we are making them do the fancier trims. Kim stated she thinks the question is wondering if they actually have a Certificate of Occupancy to be doing something out of that building and if so why it wouldn't there wasn't something noted that it had to meet this before the Certificate of Occupancy was given to them and what the requirements were that MARC put on. Jason remembers that they had committed implementing a number of things that were not necessarily demonstrated in the original submittal and they were supposed to be doing that like cutting in windows, etc. Leonard stated they were going to do that after they had everything enclosed and that is what Richard had told them. Leonard stated they were going to do the windows and the trim and wainscoting in the front after they had it all enclosed and nothing has been done. They are open yet and things have been going in and out of that building; that is why I am questioning are they legally using that building and what can be done because they never finished it.

Bob also has one piece of business too. When MARC discusses the projects here and we say we would like to see certain things added and have it part of the building permit; is that

information attached to the building permit or is it on a piece of paper that is put into the files. Rachel indicated that information goes into the file now. Bob states he thinks that should be part of the building permit itself so that when the inspector goes out for the final inspection he knows what to look for. Kim says like per se we have landscaping requirements that we are making them do, is there something that will tell George or Jon that they need to make sure that is in for us and that they have completed everything. Rachel indicated that since she and Carolyn started working in this office, we devised our own system and have been putting a copy of the minutes in the files with these projects so they should be able to read those whenever they want to refer to it. Bob states so that when they go for the final inspection, they will go to the file and look what is in there? Rachel indicated they would need to check with the inspectors as she doesn't know exactly what they do. Kim stated she would like Rachel to check with them about these things and see if they are checking what MARC is recommending on these things and that they are getting done. Bob stated somebody made a comment in the Planning and Zoning meeting about this.

Jason stated we don't require people to resubmit their documentation or redraw their drawings. We are working in Minot right now and going through that where until we update the drawings as per everything that was decided, they don't get the permit and that is a pretty formal site review process and we are not nearly that formal here and I don't think we necessarily need to be. Even then if it is documented on the drawings, if you are not following up on it, you are not following up on it. Leonard stated one of them is Seven Seas because when they came through with that building that they are renting out part for him and part for Tae Kwon Do, he took more trees out than he was supposed to and then he was supposed to put new trees in and he didn't and concreted it and that was the end of it. Bob mentioned we did have a discussion when Richard was here, and we said, Rich, this is almost a year now and nothing has been done, and he said he will look into it and stuff like that and that is the end of it. Bob stated that in checking in with what he is asking for is going to help everybody; the inspectors and everybody else. The record is there, all you have to do is follow the trail.

Another question Kim had for Rachel, when you keep all this information on this meeting, do you keep like what Jason submitted today in a file. Rachel stated yes she puts everything in the file, all the plans and the minutes are in with the building permits. There is a separate file for each building permit. Kim asked how they are filed like if they came in and gave us an address do you file by address. Rachel stated they can look it up on the computer system by the address and get the building permit number and that is how it is filed by the building permit number.

Leonard asked if Doug had any way to enforce what MARC has on these projects such as not giving them Certificate of Occupancy or does he have any teeth to go on if they don't, he won't let them use the building or what. Rachel indicated that the Certificate of Occupancy is for the structure of the building only. Kim stated that she thinks that can be part of it because she knows if they are not following things even if they are starting on a site and they are not following the storm water plan, we can put a stop order to the work being done and building inspections can do that. Jason said for example in Bismarck, we are working on a number of churches over there and that is when he noticed it, you have a deadline when the owner needs to move into the building and if you don't have the Certificate of Occupancy

from the City of Bismarck, forget it, nobody is moving in, you can't use the building. You have to have all fire alarms, all the life safety systems have to be up and running, the building needs to be certified for occupancy by the city and until you get that Certificate of Occupancy; by rights it should not be occupied. You can work on it but you can't have people, employees, or the general public using the structure. Bob asked if there was a sign off sheet like the Fire Department, Building Inspections, like that. Rachel stated they have the one sign off form for issuance of building permits but no final sheet. Bob stated there should be a checklist for all to sign off on. Jason stated he wasn't sure how that was done in Bismarck and who all has sign off on that. Generally they have dealt with the fire department like the fire alarms. He didn't know if the fire chief or the building official has to sign off or not. Jason thought it wouldn't be a bad idea. Until now, there has not been a real formal process in Mandan as far as issuing those things.

Kim stated there has to be some type of state code that mandates what they have to do, you could go above and beyond that, but she is sure there has to be something they are following. Rachel stated they would have to check with the inspectors as that is something she would not know as far as checklists, etc. Jason stated he is using Bismarck as an example because they have a more formal process, but it is going to get more formalized here obviously. Just like with this Farm Credit project, they had to sit down and do a formal review with Doug and Steve together. For a number of issues, we went back to talk to Doug again to make sure he was okay with it and Doug said, okay that is fine, make sure Steve is okay with it, talked to Steve again, now that is not formally documented anywhere but the reason we are doing that so that Doug and Steve don't have any surprises after we complete the building where they have to come into the building and say, now wait a second, this isn't right. There is a similar process over in Bismarck where we always do it on the front end, we will sit down with Ray Ziegler and the Fire Chief, whoever we need to sit down and make sure we are okay, so that when it comes time for the Certificate of Occupancy there are no surprises. What Jason is getting at is that for people who don't take that time up front, it is more of a reactive process where the building inspector says we got a problem here we can't do it like this.

Kim stated that everybody has to submit plans that they look at and review before they go out to look at the project, so you hope that the building inspectors are looking through that. Kim is looking at redoing the whole way they are doing plats and to put a lot more checks in place because we have some big time subdivisions wanting to come in with many issues. I have actually been including those that are doing our comp plan this morning and sat and talked to him because we have a lot of issues that I am afraid let slip by and I don't want to have happen and then three years from now we decide we should have had commercial in this area instead of residential and things like that. So I am actually looking at setting up a one-time meeting that we all sit under one place for any plats that has come in for a closer review of everything and bring in all the utilities and NPO, DOT, everybody, so everyone is on the same wavelength. She knows the City of Bismarck does that with their planning group. I think everybody is starting to realize we need to slow down the process. Jason stated in Bismarck, six departments have to sign off on anything over 2,000 square feet you have to do a formal site plan review where you submit it, it is Building Inspections, City Planning, Fire Department, Forestry, down the list and everybody has to put their rubber stamp on it before you approve it. Everybody gets their chance to say we have a problem with it and they

respond with formal comments and then you have to address those issues before you get your permit and resubmit. Leonard stated a lot of these questions are for Doug. Now that there is so much growth pressure, it demands it become more formalized. Kim stated the reason I actually asked you if you keep these plans and documentation, I think Doug thinks you just keep the minutes. Rachel indicated she takes everything from the meetings and gives Carolyn a copy of the plans, sign off sheets, applications, pictures, to Carolyn to put in the building permit file. Leonard stated the reason he was asking was that Leon Klein he had talked with had said he talked to somebody from BM or whatever, some other organization out of Bismarck Mandan Progress or whatever talking about the new building because he was thinking about changing his colors and that and he didn't want to do any trim work because he is putting different colored doors on instead of white doors he was going with a door that was matching the other and he thought it would be all right and Leonard thought he has nothing to say about it. Leonard stated that is why we need to talk to Doug so that what we say here at the MARC for these projects that these things are getting done. Kim says that brings us back to if we are not enforcing what we are doing what is the purpose of us or why are we spending our time with this and that is our problem with signs too and we were having problems because we were not enforcing our signs. There are still some signs like that car dealership by Subway that has the banners up. They have been up there for four or five years already.

MINUTES: Approval of July 16, 2013.

Leonard made a motion to approve.

Jerome seconded.

Upon roll call vote, the motion passes unanimously.

MINUTES: Approval of July 23, 2013.

Kim made a motion to approve.

Leonard seconded.

Upon roll call vote, the motion passes unanimously.

There being no further business, the meeting was adjourned at 1:30 p.m.

Approved by:

Date

Transcribed by:

Rachel Hastings/Admin. Assistant