

MARC MEMBERS

President

James Jeromchek
Bianco Realtor

Vice President

Katie Wiedrich
Vance Vetter Homes

Shawn Ouradnik
Building Official

Kim Fettig
Engineer Department

Steve Nardello
Fire Chief

Lee Pierce
ICON Architects

Chad Peterson
Bremer Bank

Ben Zachmeier
General Contractor

Amber Larson
Bartlett & West Engineering
Corp/Larson's Tattooing

Support Staff

Ellen Huber
Business Development
Director, City of Mandan

Carolyn Reisenauer
Administrative Assistant
City of Mandan

**ARCHITECTURAL REVIEW
COMMISSION
AGENDA FOR
TUESDAY
SEPTEMBER 22, 2020
1:00 p.m.**

**Veterans' Conference Room
City Hall, 205 Second Avenue NW**

Join Zoom Meeting <https://zoom.us/j/99905750345>

**Dial by your location +1 312 626 6799 US (Chicago)
Meeting ID: 999 0575 0345**

ROLL CALL:

OLD BUSINESS:

NEW BUSINESS:

1. Discussion of the Role of MARC.
2. Revised Application discussion.

MINUTES: Approval of September 8, 2020 meeting minutes.

OTHER BUSINESS:

UNFINISHED BUSINESS:

ADJOURN:

Please note: If any commission member would like additional information, please feel free to contact the Building Inspections Department at 667-3230 prior to the meeting.

MANDAN ARCHITECTURAL REVIEW COMMISSION MINUTES

September 8, 2020

The meeting was called to order at 1:00 p.m.

ROLL CALL: James Jeromchek/ President, Shawn Ouradnik/Building Official, Kim Fettig/City Engineer Dept., Steve Nardello/Fire Chief, Chad Peterson, Amber Larson.

MEMBERS ABSENT: Katie Wiedrich/Vice President, Lee Pierce, Ben Zachmeier.

SPECIAL GUEST: Ellen Huber/Business Development Director & John Van Dyke/City Planner.

FIRST ORDER OF BUSINESS: Proposal by Erik Bilstad with Capital City Construction to install a canopy for HIT Inc. located at 2641 Sunset Dr. NW. Erik would like to install a canopy on the front entrance. Shawn asked if they are moving the exiting sign and Erik stated they will do that at a later date. Steve asked if it will match the existing building and Erik confirmed yes.

Steve motioned to approve as presented.

Shawn seconded.

Upon roll call vote, the motion passes unanimously.

SECOND ORDER OF BUSINESS: Proposal by Victor to construct a 1 unit shop condo located at 2903 Jude Lane NW. Victor would like to construct a shop condo with showroom and offices. Shawn asked if the parking spaces in front of the building are counted as parking spaces or driving space to get thru the overhead door. Victor stated the left side will be where the showroom is so they count as parking spots. Shawn stated you will need 15 spaces and right now there is only 12 on the plans. Victor stated if they replaced one overhead door with a glass front to gain a couple more spots. Shawn asked where the dumpster will be located. Victor indicated in the left corner of the lot. Shawn stated the dumpster will have to be screened in. Kim stated any motion would have to be contingent on storm water approval. Steve cleared up screening in a dumpster doesn't include a chain link fence. Chad stated the building layout is 50x60 and on the plans the overhead doors are on the 50 foot side. Victor stated the overhead doors will be on the 60 foot side. Kim asked if they have any plans on landscaping. Victor stated in the future they plan on grass. John asked Steve to clarify material on dumpster screening. Steve listed vinyl fencing or a maintenance free decking.

Kim motioned to approve as presented contingent storm water plans, screening in the dumpster and location, and parking spot requirements needs to be 15.

Shawn seconded.

Upon roll call vote, the motion passes unanimously.

THIRD ORDER OF BUSINESS: Proposal by Rachel Gietzen with Mandan Tire Center for an exterior renovations for Mandan Tire located at 910 E Main St NE. Rachel is looking to repaint the exterior of the building and add an awning to the front entrance. James asked what the awning material will be. Rachel introduced Frank with Teumers Custom Pride. Frank stated the awning will be 24 inches by 14 feet long. The color will be ocean blue. Kim asked what the height of the awning is from the ground. Frank confirmed 7foot 2 inches. Shawn stated it would have to be 8 feet.

Shawn motioned to approve as presented contingent on meeting the 8 foot height requirements.

Kim seconded.

Rachel commented they plan on closing up a small door that they don't use. Shawn asked if there was another exit out of that area. Rachel confirmed yes thru the shop and a breezeway to the showroom. Shawn asked how wide the garage doors are. Frank stated 10 feet. Shawn stated for fire travel distance it will have to be within 75 feet. Steve asked what the material they will use to close up the door. Frank stated an exterior sheeting and repaint to blend in.

Upon roll call vote, the motion passes unanimously.

OTHER BUSINESS: Shawn indicated he will bring in a revise MARC application due to electronic submittals. Shawn would also like to discuss everyone's roll as a MARC member for the next meeting.

MINUTES: Approval of the minutes from August 25, 2020.

Shawn motioned to approve the minutes.

Kim seconded.

Upon roll call vote, the motion passes unanimously.

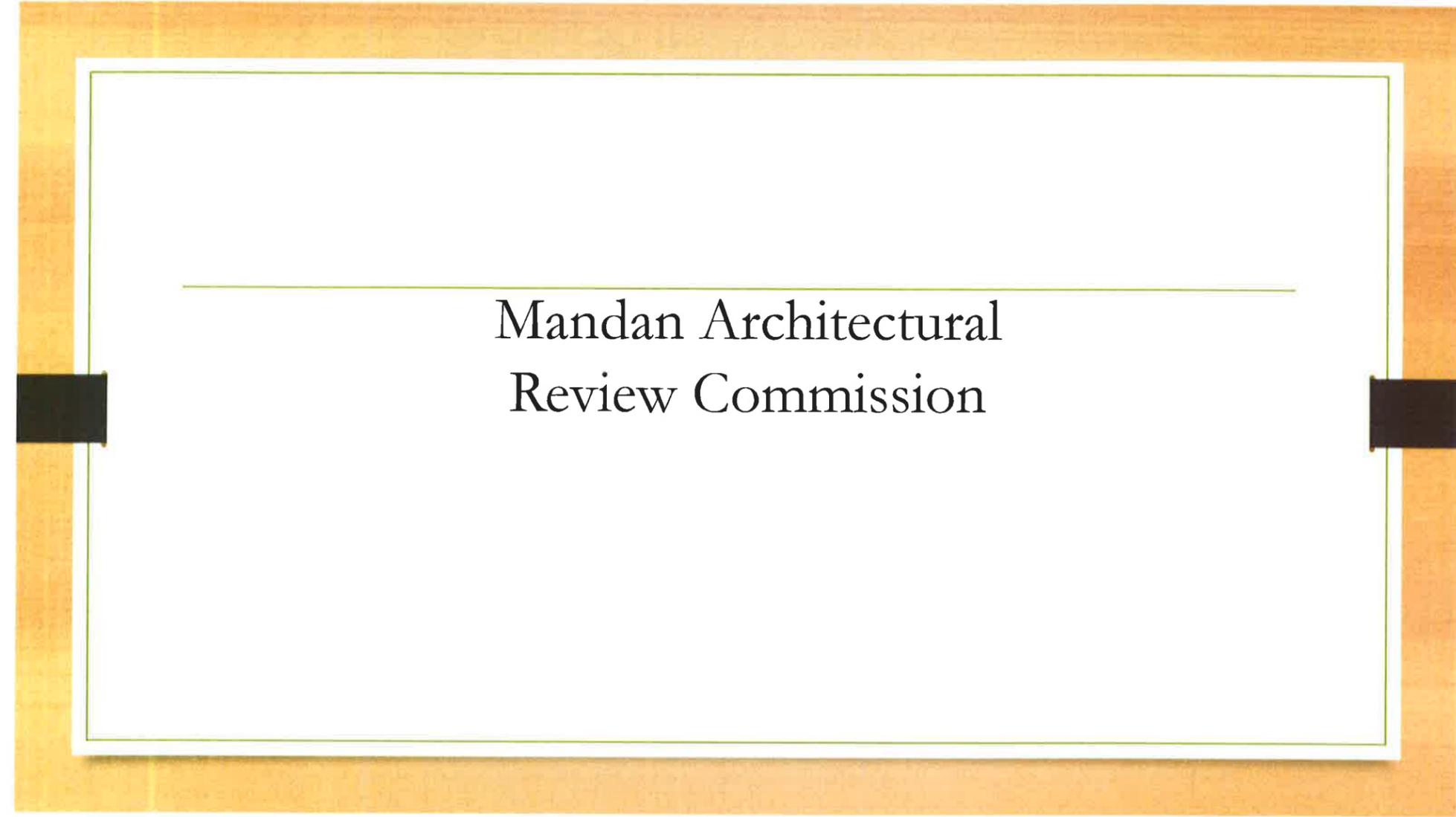
There being no further business, the meeting was adjourned at 1:28 p.m.

Approved by:

Date

Transcribed by:

Carolyn Reisenauer/Admin. Specialist

A title card with a light brown wood-grain border. The text is centered on a white background. A thin horizontal line is positioned above the text. Two black rectangular tabs are attached to the left and right sides of the card.

Mandan Architectural
Review Commission

Mandan Architectural Review Commission

- Role of MARC
- Value of design standards
- Standards
 - Downtown Core & Fringe Districts
 - Gateway Districts
- Future plans
- Questions and comments

Goals

- The MARC's goals in devising the standards include:
 - maintaining and encouraging design elements that contribute to Mandan's sense of place
 - preserving historic character
 - fostering business development,
 - encouraging quality construction and buildings with permanency, and
 - strengthening property values.
- Developing building and design standards for the community is a recommendation from the 2003 redevelopment study conducted for the City of Mandan by the URS Corporation, which specializes in planning and urban design.

Purpose & Procedures

- Ongoing: Assure compliance with standards through site plan review procedures
- An application for approval is required before any commercial building is
- Constructed
- Or if the exterior is
 - Altered
 - Remodeled
 - Repainted a color different than that existing on the subject street, site or area

Scope

- Components of a building project that are subject to the review include
 - Site layout, building heights, setbacks
 - Harmony of materials, colors and composition of all visible sides of structures
 - Concealment of mechanical equipment
 - Lighting
 - Parking
 - Landscaping
- Decisions may be appealed to the City Commission via a public hearing
- Meetings are 2nd and 4th Tuesday of every month at 1:00 p.m. at City Hall

MARC Directive

- To develop design standards for exterior appearance
- A recommendation from the 2003 URS Downtown and Memorial Highway Redevelopment Plan
 - Downtown offers a wonderful mix of architectural significant buildings which is an important element in the redevelopment plan. These buildings should be restored and rehabbed where feasible and new mixed-use buildings should respond and reflect the downtown architecture to help preserve the historic character of the area.

Why have community design and appearance standards?

- To maintain and encourage design elements that contribute to a community's character
- To express what the community would like to become and encourage development that contributes to that vision
- To maintain or strengthen property values
- To promote tourism
- To preserve historical architectural character

Principals

- To develop objective standards
 - Beauty is in the eye of the beholder
- To maintain flexibility
 - Encouraging the best in design, while discouraging the worst
 - Continue to allow for creativity
- Allow owners reasonable use of their property

Vision for Mandan

- 2003 URS Downtown Redevelopment Recommendations
 - Increase downtown density
 - Pursue mixed use (residential, office, services, retail)
 - Foster niche retail
 - Make the area more pedestrian friendly
 - Green it up, clean it up
- Capitalize on current strengths
 - Theme “Where the West Begins”
 - Take cues from historic structures to strengthen Mandan’s unique identity in a manner that generates community pride and attracts visitors

Downtown Core

- Purpose

- To preserve and enhance the mixed-use, pedestrian-oriented nature of the downtown area
- To allow a wide range of mutually supportive uses to enhance the downtown district
- To facilitate the creation of a strong and distinctive sense of place through the inclusion of open space and public plazas
 - To maintain historical integrity, enhance the quality of design and preserve the human-scale development of downtown
- To stimulate and protect investment

Downtown Core

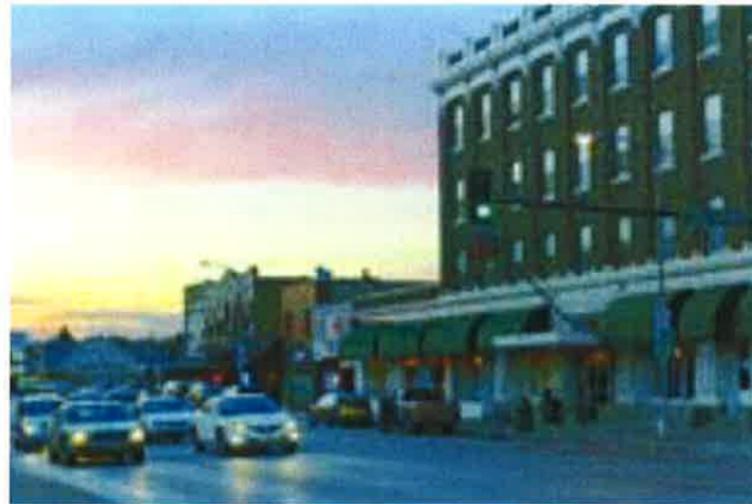
- All walls visible from street shall be primarily faced with
 - Brick
 - Stone
 - Architectural or pre-cast concrete
 - EFIS
 - Stucco
 - Or an equivalent or better
- Plain surface concrete or block prohibited
- Non-transparent glass prohibited from covering more than 40% of exterior walls
- Renovations/additions require materials comparable to original structure
- Colors compatible with or complement what is used for buildings on adjoining parcels

Alignment

- New in-fill development shall maintain continuity of setback and alignment of adjoining facades at property line
- New buildings shall reflect the existing characteristic rhythm of facades along the street.
- New construction that requires two or more lots should respect this pattern by designing the pattern of adjacent façade widths into the new facade
- New development shall maintain the alignment of building windows, cornices and rooflines that dominate the block on which it will be constructed
 - Character and scale compatible with surrounding structures through use of materials, detailing and window placement
 - Clear visual division between the street level and upper floors
 - Canopies and awnings strongly encouraged

Historic preservation

- Rehab of existing historically significant buildings shall be in accordance with the Secretary of the Interior's Standards for Rehabilitation to greatest degree practicable



Historic Preservation

- Original size and shape of display windows on existing buildings shall be preserved
- For non-residential
 - At least 50% of first floor façade fronting the street shall be windows, doors and other transparent elements
- Rooftop equipment
 - Shall be screened from ground level views with parapet walls or enclosures similar in form, material and detail to primary structure

Vacant Buildings, Demolition and Vacant Lots

- Shall be made to appear inhabited
- Boarding up windows shall be prohibited
- Window coverings shall be aesthetically pleasing
- Any lot left vacant after demolition shall be treated to control fugitive dust
- If lot is to remain vacant more than 180 days landscaping is recommended
- Lots shall be maintained and kept free of debris and litter

Landscaping

- Shall meet approval of and guidelines set forth by MARC
- Decorative fencing and other streetscape elements shall be consistent with or complementary to designated downtown streetscape elements

Downtown Fringe

- Purpose
 - To strengthen and complement the downtown area by allowing uses not normally allowed in the Downtown Core District
 - To provide a transitional area between the Downtown Core and adjacent commercial and residential zoning districts
 - Uses allowed usually require larger parcels and greater emphasis on automobile access and parking

Gateway Districts

- Purpose
 - To provide a higher standard of appearance for corridors that serve as the main entrances to the community
- Includes properties abutting
 - I-94 and its ramps
 - Main Street west of 10th Avenue SW and east of Mandan Avenue
 - Highway 6 south of 7th Street SW
 - Highway 1806 south of 3rd Street SE and north of Old Red Trail
 - Sunset Avenue north
 - Frontage roads abutting these gateways

Future plans

- Review and revise
 - Landscaping and screening policies
- Consider goals and needs in other areas of the city
 - Ideas on areas of change?
- Update material to reflect changes

Questions?

Thank You!

ARCHITECTURAL REVIEW COMMISSION APPLICATION

PHONE 667-3230 FAX 667-3481

Applications need to be submitted to the Building Inspections Department no later than 12 p.m. (noon) on the Wednesday prior to the scheduled meeting at which consideration is desired. Digital submittals will be accepted. If paper copies are submitted ten (10) copies of the following information are required. Eight (8) copies shall be no larger than 11 x 17 and two copies shall be complete sets, drawn to scale. Incomplete applications will not be accepted.

1. Description of Proposed Activity: _____

2. Name of Owner: _____
Mailing Address: _____
Phone (Cell) (Office): _____
Name of Architect if applicable: _____
Mailing Address: _____
Phone (Cell) Office: _____
3. Name of Contractor: _____
Mailing Address: _____
Phone (Cell) (Office): _____
4. Parcel Address: _____
5. Legal Description: _____
Lot: _____ Block: _____ Addition: _____
Section: _____ Township: _____ Range: _____
6. Zoning: _____
7. Existing Land Use: _____
8. Lot Size (Sq Ft): _____
Existing Bldg Area (Sq Ft): _____
Proposed Bldg Area (Sq Ft): _____
9. Estimated Cost of Project: _____

I understand the procedures for Architectural Review and have received the checklist (see attached sheet) to be followed for approval as set forth in Chapter 111-1 of the Mandan City Code. Approvals are subject to compliance with Federal, State and Local regulations.

Applicant: _____ Date: _____

CITY OF MANDAN

CHECK LIST FOR ISSUANCE OF BUILDING PERMIT

Applications need to be submitted to the Building Inspections Department no later than 12 p.m. (noon) on the Wednesday prior to the scheduled meeting at which consideration is desired. Digital submittals will be accepted. If paper copies are submitted ten (10) copies of the following information are required. Eight (8) copies shall be no larger than 11 x 17 and two copies shall be complete sets, drawn to scale.

A. Plot Plan - Drawn to Scale

- ___1. Boundaries-Indicate **North Arrow**
- ___2. Road(s) fronted upon
- ___3. Utility lines or easements-existing and planned
- ___4. Major topographic features-existing and planned-drainage
- ___5. Landscaping and major vegetative cover-existing and planned
- ___6. Location of structure(s) on site; existing and proposed
 - a. Includes dimensions
 - b. Includes set back distances
 - c. Includes exterior security and area lighting, **fire hydrants (must indicate if 350 feet or less from proposed project)**, etc.
 - d. Dumpsters and screen walls
- ___7. Vehicular and pedestrian plans.
 - a. **Parking. Include number of spaces including handicapped parking, location, hard surfacing, etc.**
- ___8. Signage

B. Photos and/or Samples of Proposed Building Exterior, Including Exterior Colors

C. Elevation Architectural Plans to Scale

- ___1. Elevation drawings to include ALL sides.

D. Two Copies of the Storm Water Management Systems. This must be certified by an engineer. If not applicable, submit in writing why you think it should not affect the existing system.

E. The owner, whenever possible, and the contractor or a representative needs to be present at the scheduled meeting.

Note: If your project is for exterior improvements to a building with no additions, driveway, sidewalk, landscaping, or grading to the lot only the information in sections B and C are required. Incomplete applications will not be accepted.

The Architectural Review Board has a regularly scheduled meeting every 2nd and 4th Tuesday at 1 p.m. in City Hall. Applications may be accepted and/or scheduled up to the prior Wednesday at 12 p.m. (noon).