



Development Review Team Meeting Outline

- Welcome and Applicant Introductions.....Mike Schrage
- Commitment to Service Quality.....Mike Schrage
- Quick Problem Resolution.....Mike Schrage
- DRT Process Overview.....Mike Schrage
- Staff Introductions.....DRT
- Project Overview/ Timeline.....Developer or Architect
- Zoning & Platting.....Planning Dept.
- ★ Site Plan.....DRT
- Utilities.....Utility & Fire Dept.
- Emergency Access.....Fire Dept.
- Fire Protection.....Fire Dept.
- Traffic.....Engineering Dept.
- Drainage.....Engineering Dept.
- Erosion Control/ LDP.....Engineering Dept.
- Occupancy/ Building Plans.....Building Services Dept. & Fire Dept.
- Applicable Submittal Requirements.....All Departments

Zoning and Platting:

- Is the current zoning appropriate for the proposed use? (Rezone or CUP)
- Any existing CUPs or PDDs or Planned Commercial Districts?
- Does the property need to be platted or re-platted?
- Are any zoning variances needed?
 - Building height
- Setbacks
- Floodplain Issues
- Is the number of parking spaces shown adequate for staff and customers?
- Is landscaping required for this project?

Utilities - Water Supply and Sewage Collection:

- Will adjacent lines provide adequate water supply for fire flows?
- Will a fire sprinkler system be required?
- Are additional lines or hydrants needed?
- Do nearby lines and pump stations have adequate capacity?
- Are any sewer line extensions needed?
- Dedicated Easements
- Will an "Industrial Discharge Permit" be required?
- Costs of utilities? Payment of these costs?
- Are there currently any deficiencies noted in the area?

Traffic and Emergency Access:

- Are adjacent streets adequate to carry the additional traffic?
- Is on-site traffic circulation safe, efficient and accessible for vehicles?
- Does the emergency access lane meet the needs of Fire / EMS?
- Are driveways properly aligned/ spaced with connecting guidelines?
- Are the service areas (deliveries, refuse etc.) well planned?
- Will any roads need to be improved / changed? Who pays?
- Will traffic signals be required? Moved etc?

Drainage:

- Is the site in the floodplain (floodway or flood fringe)?
- Does the area currently experience storm drainage problems?
- Does the drainage study indicate a storm water detention facility is needed?
- Will a drainage study be required for this project?
- Erosion Control/ Land Disturbance Permit

Buildings Plans/ Occupancy:

- What building occupancies are proposed?
- What construction type is proposed?
- Is enough setback provided to avoid fire-resistive construction of exterior walls?
- Is there enough open area around the building to permit the size of the building for the desired construction type?
- Will the building require a fire sprinkler and/or alarm system?
- Has the entire building been included in the code analysis?
- Are there any apparent ADA accessibility concerns?
- Fire Protection

Miscellaneous:

- Other Utilities (electric, gas, phone -will license agreements for use of city right-of-way be required?)
- Fees
- Signs- Location and numbers?